April 1, 20XX

Name of Person

Job Title

Company Name

Street Address

City, State Zip Code

Dear Name of Person,

I am writing to withdraw my name from the applicant pool for the Information Technology Specialist position at Company Name as I have decided to accept another job offer. My decision was difficult, as the IT Specialist position seemed both challenging and rewarding, and I was very impressed with all those I met during my interviews.

I appreciate your time and consideration and hope that our professional paths will cross in the future. Thank you again.

Sincerely,

(Sign Your Name)

Pauli Murray