

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Withdrawal of an Application – Accepted a Job Elsewhere

Dear :

Thank you for reviewing my application for the position of {position} at {name of employer}. I am asking that you withdraw my application from the pool of candidates. I have accepted another job.

I am sorry for any inconveniences this may cause. Thank you for your consideration of me for this job and your time.

Sincerely,

N A M E