## Sample Withdrawal of Application Letter

## **ALLEN EVERETTE**

862 Maple Street Chamberstown, PA 10271 789.654.1230 everette36@email.net

August 8, 2010

Mr. Michael Rust Director of Human Resources BRI Incorporation 1212 Innovation Drive Shipville, PA 17236

Dear Mr. Rust:

I am writing to inform you that I am withdrawing my application for employment from BRI Incorporation. As I explained during our interview, I have been exploring several employment opportunities. This week I was offered another position, and after careful consideration, I decided to accept it. The position provides a very good match between my interests and abilities at this point in my career.

I want to thank you for interviewing and considering me for the managerial position. I enjoyed meeting with you and learning about BRI Incorporation. You have a fine company and I wish you and your staff well.

Sincerely,

Allen Everette

Allen Everette

If you've already submitted your application materials or have had an interview, a withdrawal letter is the most professional way to inform an employer that you are no longer interested in applying for the position.

## You want to...

- ✓ State your decision and provide explanation
- ✓ Express appreciation for the employer's time, consideration, and courtesy