

Withdrawal Letter

Once you accept a position, you have an ethical obligation to inform all other employers with whom you are negotiating that you have been offered a position and to withdraw your employment application from consideration. Your withdrawal letter should express appreciation for the employer's consideration and courtesy. It may be appropriate to state that your decision to go with another organization was based on having better person-job fit for this stage in your career. **Do not say that you obtained a better job or offer.**

Heather Ferguson
4621 Chester Lane
Virginia Beach, VA 23466

April 20, 2001

name of contact
company or firm name
company or firm address

Dear _____:

I am writing to inform you that I am withdrawing my application for the associate position with your firm. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an associate position with a local firm and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative programs you are planning. _____ is an outstanding firm and I wish you and your staff well.

Sincerely,

(Written Signature)

Heather Ferguson