

SAMPLE WITHDRAWAL LETTER

2387 Smith Road
Evansville, IN 48201
(812) 555-2222

November 12, 2009

Mr. Chad Wilson
Manager
Wilson, Stephens, and Roar
1800 Church Plaza
Evansville, IN 48245

Dear Mr. Wilson:

I am writing to withdraw my name from further consideration for the position of Staff Accountant. As we discussed in our interview, I have been exploring opportunities with an out-of-state firm and have, after careful deliberation, decided to accept their offer.

Thank you for your time and consideration. I appreciate the opportunity to interview with your organization and wish you well in all future endeavors.

Sincerely,

Richard O'Hara