



GRADUATE PROGRAMS

OSU Center for Health Sciences

Sample Withdrawal Letter

Withdrawal Letter

Use the heading from your resume for your contact information

Date

Ms. Joan James, Human Resources Director
Engineering Firm
City, State Zip

Dear Ms. James:

I am writing to withdrawal my application from consideration for the Engineer Trainee position in Las Vegas. As I indicated in my interview, I have been exploring several employment opportunities. Yesterday I was offered a Project Manager position with a company in Denver. After careful consideration, I have decided to accept the offer. The position provides a very good match for my interests at this point in my career.

I want to express my appreciation for your interviewing me and considering me for the position. I enjoyed meeting you and the engineering design team members, and learning about the innovative programs you are planning. I continue to be very impressed with the Engineering Firm organization, and wish you and your staff well.

Sincerely,

Nathan Regretful