Fredrick Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · frederick.applicant@email.com

September 1, 2018

Kendra Lee

Manager

Acme Electronics

10 Miles Road

Stanford, NC 11289

Dear Ms. Lee:

Thank you very much for considering me for the position of Account Manager with Acme Electronics. However, I would like to withdraw my application for the job.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration and the time you shared.

Fredrick Applicant (signature hard copy)

Frederick Applicant

**Subject:**Jesse Applicant - Withdraw Application

Dear Mr. Jones,

I sincerely appreciate your consideration for the account manager position with your firm. I regret to inform you that I must withdraw my application for the job. My husband has received an attractive promotion with his company that will require relocation to another state, and we will be moving at the end of the summer.

Thank you for the time you spent reviewing my qualifications and meeting with me.

Best regards,

Jesse Applicant  
555-555-5555  
jesse.applicant@email.com

**Subject:**Victoria Applicant - Withdraw Application

Dear Ms. Smith:

Thank you for meeting with me last week to discuss the role of the marketing department. I enjoyed our conversation and was so intrigued by the projects that are in the works at XYZ company.

I'm writing today to withdraw myself from consideration for the position, however, since I was offered a role at another company and accepted the job offer.

Thank you again for your time and consideration.

Best,

Victoria Applicant  
555-555-5555  
victoria.applicant@email.com