

WITHDRAWAL LETTER SAMPLE

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5555 Westview Road
Lexington, Kentucky 55555

August 1, 2024

Mr. Henry Turner
Human Resources Manager
Louisville Modern Art Institute
5555 West Center Road
Louisville, Kentucky 55555

Dear Mr. Turner:

Thank you very much for offering me the position of Art Gallery Administrator at Louisville Modern Art Institute. I appreciated your discussing the details of the position with me and giving me time to consider your offer.

You have an excellent team and there are many aspects of the position that are very appealing to me. However, after careful consideration, I believe it is in our mutual best interests that I decline your kind offer. I have accepted a position that I feel is a better match for my skills and career goals. This has been a difficult decision for me, but I believe it is currently the appropriate one for my career path.

I want to thank you again for the consideration and courtesy given to me throughout the hiring process. It was a pleasure meeting you and the rest of the team.

Sincerely,

Jackie Sample

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