

**SAMPLE CORRESPONDENCE**  
**(LETTER OF WITHDRAWAL DURING THE JOB SEARCH)**

**IM A. SAMPLE**  
1234 North 55 Street  
Bellevue, Nebraska 68005  
(402) 292-2345  
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(Current Date)

Mary Peterson, Manager  
Accounting Department  
XYZ Company  
10 Dear Park Drive  
Omaha, Nebraska 68102

Dear Ms. Peterson:

I am writing to inform you that I am withdrawing my application for the Junior Accountant position we discussed last week. As I indicated then, I have a strong interest in relocating to the West Coast and have been exploring several career opportunities in that area. Earlier this week I was offered and, after careful consideration, have accepted a position with an accounting firm in San Francisco.

I want to express my sincere appreciation for the time and interest you showed in me and my background during our interview. I truly enjoyed meeting you and learning more about XYZ Company and the exciting projects you have planned.

Again, thank you for your consideration. I wish you much success in facing the challenges ahead.

Sincerely,

*Im A. Sample*

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