

# Example Withdrawal from Job Search Letter

1234 College Ave.  
Bloomington, IL 61701

March 1, 2013

Michael Clark, Recruiting Associate  
Accurate Accounting Firm  
567 Michigan Ave.  
Chicago, IL 60606

Dear Mr. Clark,

I want to express my sincere appreciation to you for including me in the interview process as you select candidates for your firm's Winter Audit Intern position. I have enjoyed meeting with members of your staff and have been impressed by the quality of your team and organization.

However, as I explained in our recent phone conversation, I respectfully withdraw from consideration for this position. I have decided to accept another internship offer that I believe more closely matches my skills and current career goals.

Thank you again for the opportunity to explore career options with Accurate Accounting Firm. I enjoyed meeting you and wish you and your staff well as you close out the recruiting season.

Sincerely,

*David Harrison*

David Harrison