

Street Address
City, State Zip Code
first.last@aya.yale.edu
555 -555 -XXXX

April 1, 20XX

Mr./Ms. Name of Person to Whom You are Writing
Job Title
Company Name
Street Address
City, State Zip Code

Dear Mr./Mrs. Last Name [*Write the full name if you are unsure about gender*]:

I am writing to withdraw my name from the applicant pool for the Information Technology Specialist position at Company Name as I have decided to accept another job offer. My decision was a difficult one, as the IT Specialist position seemed most challenging, and I was very impressed with my all those that I met during my interviews.

I appreciate your time and consideration, and hope that our professional paths will cross in the future. Thank you again.

Sincerely,

(Sign Your Name)

First Name Last Name