

**Withdrawal Letter**

**(Use the same letterhead & contact information found on all correspondence & résumé.)**

Date

Ms. Joan James  
Human Resources Director  
International Telecom Company  
City, State Zip Code

Dear Ms. James:

Although being a part of the International Telecom team is very appealing, please accept the withdrawal of my application for the Application-Support Specialist position in Las Vegas, Nevada. As shared in my interview, I have been exploring several employment opportunities. Just yesterday, I was offered a position as Project Manager with a company in Denver, and, after careful consideration, have decided to accept the offer. The position provides a very good match for my current career interests and location preference.

Please accept my application for the time you invested to interview and consider me for the position. I enjoyed meeting you and the entire design team. Learning about the innovation programs you are planning was fascinating. They promise to bring great results for your company. I have much respect for the International Telecom Company organization and wish you and your staff the very best.

Sincerely,

(Your signature)

Stacy Student