

INSERT YOUR CURRENT MAILING ADDRESS HERE

INSERT CURRENT DATE

Ms. Jane Colby
ABC Organization
123 West Garden Avenue
Washington, DC 20002

Dear Ms. Colby:

It was a pleasure meeting with you and your staff last Thursday to discuss your needs for a project manager for the National Consensus Initiative. I enjoyed talking with you and learning more about the requirements of the position.

As I am sure you will agree, I believe the purpose of a preliminary interview is to explore areas of mutual interest and to assess the fit between the candidate and the position. After much deliberation, I have decided to withdraw from consideration for the position. I have decided to accept a position elsewhere that is very suited to my qualifications and experiences.

Thank you for considering me and giving me the opportunity to learn more about your organization.

Sincerely,

Your Name