

Jane Swift
18 Central Park Street, Anytown, NY 14788
(516) 555-1212

(Date)

Phillip Smith
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Mr. Smith:

It was indeed a pleasure meeting with you and your staff to discuss your needs for a Web Design Specialist. Our time together was most enjoyable and informative.

As we have discussed during our meetings, I believe a purpose of preliminary interviews is to explore areas of mutual interest and to assess the fit between the individual and the position. After careful consideration, I have decided to withdraw from consideration for the position.

My decision is based upon the fact that I have accepted a position elsewhere which is very suited to my qualifications and experiences.

I want to thank you for interviewing me and giving me the opportunity to learn more about your facility. You have a fine team and I would have enjoyed working with you.

Best wishes to you and your staff.

Sincerely,

Jane Swift

JS