



## Letters to Withdraw from Contention

*Change or remove the highlighted text below.*

**Inform a company *that you like* about your wish to withdraw from consideration.**

Hi [company representative],

I appreciate the time and consideration you have given to me to explore how I might fit into your position and company. In reviewing my notes about this role, I do not feel this is the right fit for me at this time and would like to respectfully withdraw my candidacy from consideration.

I learned a great deal about you and your organization through this process and hope that if a [title] position opens in the near future, that you would consider me for it. However, after careful consideration, I do not feel that joining your team in the [title] position we discussed would be the right fit for [company] or for my career path at this time.

Thank you again for your consideration, and I wish you the best in finding the right candidate for your search.

Sincerely,

(your name)

(include a phone number and email to encourage future communications)

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**Inform a company *you do NOT like* about your wish to withdraw from consideration.**

Hi [company representative],

I appreciate the time and consideration you have given to discuss your [title] position. After careful consideration, I have decided to respectfully withdraw my candidacy for this role because I do not feel it is the right career move for me at this time.

I learned many good things about your organization through this process that I did not know before and hope to keep a positive relationship with you going forward. Thank you again for your consideration, and I wish you the best in finding the right candidate for your search.

Sincerely,

(your name)

(do **not** include your contact information as that will encourage a call for further explanation)

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**Letter to inform *an agency recruiter* about withdrawing from consideration at their client.**

Hi [recruiter name],

I appreciate all your efforts to introduce me to your client. In reviewing my notes about this role, I do not feel it is the right fit for me at this time and would like to respectfully withdraw from consideration. My decision is not a reflection on you or your client in any way, I just do not feel that this position would be the right fit for my next career move. Thanks again for your time and efforts.

Sincerely,

(your name - do **not** include your contact info because *they will* call for further explanation)