

Application Withdrawal and Offer Rejection Email Samples

Email Withdrawing Application for Employment

Dear Mr. Stone:

Thank you very much for considering me for the position of Marketing Assistant with Bedrock Inc. After careful consideration, I would like to withdraw my application for the job.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration and the time you shared.

Sincerely,

Bobby Gateway

Email Rejecting Employment Offer

Dear Mr. Spacely:

Thank you very much for your email offering me the position of Marketing Assistant with Spacely Sprockets. While I appreciate the challenging opportunity you offer, I have had another offer which I believe more closely aligns with my current career goals and interests. Therefore, although it was a difficult decision, I must decline your offer.

I appreciate all the courtesy and hospitality extended by your office, and I wish you the best in your endeavors.

Sincerely,

Bobby Gateway

These emails should not be sent at the last minute. When you know that you no longer want to be considered for employment you should contact the employer immediately. If you would like assistance crafting this or any other correspondence, please visit the Rockwell Career Center webpage at www.hirebauer.com to schedule an appointment with a Career Counselor.