**Sample letter:   
Withdrawing from job search after accepting another job offer**

If this were sent as e-mail, your signature block (address, contact info) would appear below your name at the end, and of course there is no handwritten signature on e-mail; no date necessary since e-mail sending creates a date/time record.

|  |
| --- |
| 1234 College Road Blacksburg, VA 24060 (540) 555-0000 myname@vt.edu  March 1, 20XX  Ms. Vera L. Clark Green Magazine 1515 New York Ave., N.W. Washington, DC 20006  Dear Ms. Clark:  I want to express my sincerest appreciation to you for including me in the interview process as you seek candidates for your magazine’s editorial assistant position.  I have enjoyed meeting with the members of your staff and know you have an outstanding operation.  As I explained when we spoke this morning, I respectfully withdraw from consideration for your position.  I have decided to accept another employment offer which I believe very closely matches my current skills and career goals.  My best wishes to you and the staff of Green Magazine.  I hope we will have the chance to visit at the upcoming Magazine Writers’ Conference.  Thank you again for the opportunity to explore career possibilities with your office and the courtesies extended to me by so many of your staff.  Sincerely,  (your signature)  Joy Collins |

Sample from Virginia Tech.