

**MODEL WITHDRAWAL LETTER**  
(DO NOT COPY SENTENCES VERBATIM)

Your Present Address  
City, State, Zip Code

Date of Writing

FirstName M.I. LastName, Esq. (if an attorney)  
Title (if known, such as Hiring Attorney, Recruiting Coordinator, Managing Partner)  
Firm/Company/Organization/Court  
Street Address  
City, State, Zip Code

Dear Mr. (or Ms., or Judge, or Dr.) LastName: (used for all salutations)

**First Paragraph.** Thank the person for the opportunity to meet with them. Tell them when you met them last and where.

**Second Paragraph.** Tell them how honored you were to be chosen to meet with them. Tell them that you are declining their offer of employment, or that you are withdrawing from the application process, and how difficult your decision was.

**Final Paragraph.** Thank them for their time and conclude.

Sincerely,  
("Respectfully," if to a judge)

Your Signature

Type Your Name