

345 Main Street  
West Chester, PA 19380

May 22, 2014

Mr. Robert Smith  
Ajax Therapy Associates  
1223 Foster Ave.  
Philadelphia, PA 19104

Dear Mr. Smith:

I am writing to inform you that I am withdrawing my application for the physical therapist position with Ajax Therapy Associates. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered a position with a local hospital and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning more about your organization. I wish you and your staff well.

Sincerely,

*Rammy W. Chester*

Rammy W. Chester

Once you accept a position, you have an ethical obligation to inform all other employers of your decision and to withdraw your employment application from consideration. Your withdrawal letter should express appreciation for the employer's consideration and courtesy. It may be appropriate to state that your decision to go with another organization was based on having a better person/job fit for this stage of your career. DO NOT say that you obtained a better job.