

Your header should be the same as resume and any other letter that you send to the company.

**JAMES SHARPE**

18 Central Park Street ♦ Anytown, NY 14788  
(516) 555-1212

May 31, 20XX

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

Emily Johnson  
Human Resources Director  
ABC Corporation  
1 Industry Plaza  
Anytown, NY 14536

Insert the name of the person you are sending the letter to, their title, the company name and address.

Dear Ms. Johnson:

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

I would like to take this opportunity to thank you for the interview on Thursday morning, and to express my strong interest in future employment with your organization.

While I appreciate your offer for the position of Department Manager, I feel that at this stage of my career I am seeking greater challenges and advancement than this position is able to provide. After careful consideration, I have decided to withdraw from consideration for the position.

I want to thank you for interviewing me and giving me the opportunity to learn more about your facility. You have a fine team, and I would have enjoyed working with you.

Best wishes to you and your staff.

Sincerely,

*James Sharpe*

James Sharpe

Enclosure

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.

If you are enclosing something make sure you put Enclosure single spaced after your typed name.