

Fredrick Applicant

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January 24, 2022

Kendra Lee
Manager
Acme Electronics
10 Miles Road
Stanford, NC 11289

Dear Ms. Lee,

Thank you very much for considering me for the position of Account Manager with Acme Electronics. However, I would like to withdraw my application for the job.

I 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,

Signature (hard copy letter)

Frederick Applicant

Sample Letter Withdrawing Application

JR Anderson



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