

[Email Subject Line: Update Regarding Candidacy]

Dear _____:

Thank you for the opportunity to interview with Penny's Health Solutions for the Clinical Education Consultant opening in Alpharetta. I appreciate our discussion about the position's responsibilities, as well as learning more about the culture and values of Penny's Health Solutions.

To confirm our phone conversation from this afternoon, I must respectfully withdraw from consideration for the job. I have accepted another employment offer.

Thank you for the time you took to inform me about the work of your organization. I hope we can re-connect in the future.

Sincerely,

[NAME]