

733 Main Street
Williamsburg, VA 23512
Date (Month, Day, Year)

Ms. Diane Blue
627 Second Street
Three Leaf Public Relations
Charlottesville, VA 22902

Dear Ms. Blue:

It was a pleasure meeting you and your team last week during my interview for your Public Relations Consultant position. I especially appreciated learning more about the vision and creative approaches of your woman-owned boutique practice.

However, I have accepted another employment offer and respectfully withdraw from consideration for your position. I wish you and your company success and thank you again for your time and effort.

Sincerely,

Emily Fitzgerald