

Jessica Rolland
645 Palmer Avenue
Washington, IA 52406

August 12, 20XX

Mr. Marty Johnson
Director of Marketing
Wonder Building Products, Inc.
111 Industrial Parkway
Hampton, IA 50441

Dear Mr. Johnson:

Thank you for the opportunity to meet with you and your staff last Wednesday to discuss your opening for a Central Iowa Sales Representative. Your company has a very fine reputation in Iowa and the surrounding states. After careful consideration, I have decided to withdraw my application for the position.

I have accepted a position elsewhere that will provide me the opportunity to work toward my goal of becoming a marketing consultant. The opportunity to interview with your company was greatly appreciated, and I hope your hiring search will be successful.

Sincerely,
Jessica Rolland
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