**Cancellation of Job Appointment Letter**

**December 8, 2020**

**MATTHEW JONES**

**Green Dot Bank**

**Pasadena, California**

Dear Mr. Jones,

Firstly, I sincerely appreciate your consideration of my application for the Customer Service Representative position with your company. It is sincere intention to perform my duties and functions as a CSR of your company, to the best of my abilities.

However, I regret to inform you that I must withdraw my application for the job. My wife has received an attractive promotion with her company that will require relocation to Florida, and we will be moving at the end of the summer.

Thus, I would like to inform you that I am cancelling the Job Appointment which will be on December 16, 2017; 10:00 AM at your company’s Conference Room, considering that I am no longer interested and is withdrawing my application s Customer Service Representative.

Thank you for the time you spent reviewing my qualifications.

Again, thank you for your consideration and the time you shared.

**Best Regards,**

**GERRY KING**