

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to formally withdraw my application for the [Job Title] position at [Company's Name] that I submitted on [Application Date]. After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals.

I want to express my gratitude for the time and consideration given to my application. I appreciate the efforts of your team and hope to connect in the future.

Thank you for your understanding.

Sincerely,
[Your Name]