

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

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

I sincerely appreciate the time and effort you and your team have put into reviewing my application. Thank you for the opportunity to interview, and I hope to keep in touch for potential opportunities in the future.

Thank you for your understanding.

Sincerely,  
Your Name