

[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 hope this message finds you well. I am writing to formally retract my application for the [Job Title] position at [Company's Name]. After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals.

I sincerely appreciate the time and effort you and your team have extended to me during the hiring process. I am grateful for the chance to learn more about [Company's Name] and the role.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Best regards,

[Your Name]