

Your Name

Your Address

Your City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

Company's City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the [Job Title] position at [Company's Name], which I applied for on [Date of Application]. After careful consideration, I have decided to pursue another opportunity that aligns better with my career goals.

I appreciate the time and effort you and your team invested in reviewing my application. I have great respect for [Company's Name] and hope to cross paths in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]