

Withdrawal from Recruitment Process

[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 hope this message finds you well. I am writing to formally withdraw my application from the recruitment process for the position of [Job Title] at [Company Name].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my career goals. I appreciate the time and effort the team has dedicated to my application and the interview process.

Thank you once again for the opportunity. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]