

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 for the [Job Title] position at [Company Name], which I applied for on [Application Date].

After careful consideration and following the feedback I received, I have decided to pursue other opportunities that align more closely with my current career goals. I sincerely appreciate the time and effort you and your team have invested in my application process and the chance to learn more about your organization.

Thank you once again for your understanding. I wish you and the company continued success, and I hope our paths may cross again in the future.

Yours sincerely,
[Your Name]