

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 at [Company Name]. After careful consideration, I have decided to pursue further educational opportunities that require my immediate attention.

I sincerely appreciate the time and effort your team has dedicated to reviewing my application and the opportunity to interview for this position. I hold [Company Name] in high regard and hope to keep the door open for future opportunities.

Thank you once again for your understanding and support.

Warm regards,

Your Name