

[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 withdraw my application for the [Job Title] position at [Company's Name], which I submitted on [Date of Application].

Due to unforeseen health reasons, I am unable to pursue this opportunity at this time. I sincerely appreciate the time and consideration given to my application, and I apologize for any inconvenience this may cause.

Thank you for your understanding. I wish [Company's Name] continued success and hope to have the opportunity to apply again in the future.

Sincerely,

[Your Name]