

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 that I applied for on [Date of Application].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals at this time. I sincerely appreciate the time and consideration you and your team have extended to me during the application process.

Thank you once again for your understanding. I wish you and your team continued success and hope to cross paths in the future.

Warmest regards,

Your Name