

[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]. After careful consideration, I have decided to focus on personal matters and will not be able to pursue this opportunity further.

I appreciate the time and effort you and your team have invested in my application and the interview process. I genuinely enjoyed learning more about the company and its values.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]