

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for considering my application for the [Position Title] at [Company Name]. I appreciate the opportunity to interview and learn more about your team and projects.

After careful consideration, I regret to inform you that I will not be moving forward with my application for this position. I believe that my experience does not yet fully align with the requirements and expectations outlined in the job description.

I am grateful for the time and effort you took to review my application and to meet with me. I hope to have the opportunity to apply again in the future once I have gained more experience in the relevant areas.

Thank you once again for your understanding.

Sincerely,

[Your Name]