

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization's Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to participate in the application process for the [Position Title] at [Company/Organization's Name]. After thorough consideration, I have concluded my application process and would like to formally notify you of my decision.

While I appreciate the valuable experience and insights gained during this period, I have decided to pursue another opportunity that aligns more closely with my career goals. I sincerely thank you for your time and support throughout this process.

I hope to stay in touch and wish [Company/Organization's Name] continued success in all future endeavors.

Thank you once again.

Sincerely,

[Your Name]