

# Job Position Withdrawal Letter

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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 had applied for on [Application Date].

After careful consideration, I have decided to pursue my academic interests further, which will require my full attention. I genuinely appreciate the opportunity to have been considered for this position, and I would like to extend my gratitude for the time and resources you dedicated to my application process.

Thank you for your understanding. I hope our paths may cross again in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]