

# Job Position Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the [Job Position Title] at [Company's Name] that I applied for on [Application Date].

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals.

I appreciate the time and effort taken by your team throughout the interview process, and I hope to remain in touch for any potential future opportunities.

Thank you for your understanding.

Sincerely,

[Your Name]