

[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 inform you that I must withdraw my application for the [Job Title] position at [Company's Name] due to recent changes in the job market. After careful consideration, I believe that stepping back at this time is the best decision for my career.

I genuinely appreciate the opportunity to be considered for this role and the time you and the team have invested in my application. I have great respect for [Company's Name] and hope to stay connected for any future opportunities.

Thank you for your understanding. I wish you and the team all the best.

Sincerely,

[Your Name]