

Job Position Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 Position] at [Company's Name] due to my upcoming relocation.

After careful consideration, I have decided to move [insert details about the relocation]. This decision was not made lightly, as I have a great interest in the opportunities at [Company's Name].

I truly appreciate the time and consideration given to my application and the opportunity to learn more about the company. I hope to stay in touch for potential opportunities in the future once I am settled in my new location.

Thank you once again for your understanding.

Sincerely,

[Your Name]