

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We acknowledge receipt of your letter/email dated [Insert Date of Withdrawal] regarding your decision to withdraw your application for the [Job Title] position at [Company Name]. We accept your withdrawal and appreciate your prompt communication.

We thank you for your interest in our company and wish you the best in your future endeavors. Should circumstances change, we encourage you to consider applying with us again.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]