

Candidate Withdrawal Appreciation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to express my sincere gratitude for the opportunity to be considered for the [Position Title] at [Company/Organization Name]. It was a privilege to engage with your team and learn more about the work you do.

After careful consideration, I have decided to withdraw my application for the position. This decision was not easy, as I hold your organization in high regard, but I believe it is the right choice for me at this time.

Thank you once again for your understanding and support during the recruitment process. I appreciate the time and effort you and your team have invested in my application.

I wish [Company/Organization Name] continued success, and I hope our paths may cross again in the future.

Warm regards,

[Your Name]