

# Candidate Withdrawal Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that I, [Your Name], have officially withdrawn my application for the [Position Title] position at [Company/Organization Name].

After careful consideration, I have decided to pursue other opportunities. I appreciate the time and effort that you and your team have invested in reviewing my application.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]