

Candidate Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw my application for the [Job Title] position at [Company/Organization Name]. After careful consideration, I have decided to pursue other opportunities.

I appreciate the time and effort you and your team have invested in the interview process and I am grateful for the opportunity to learn more about [Company/Organization Name].

Thank you for your understanding. I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]