

# Confirmation of Candidate Withdrawal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hereby acknowledge receipt of your request to withdraw your application for the [Job Title] position at [Company Name]. We understand and respect your decision.

Your application has been withdrawn effective immediately. We appreciate the time and effort you invested in the recruitment process and wish you the best in your future endeavors.

If you have any further questions, please feel free to contact us.

Thank you for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]