

Recruitment Process Termination

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We would like to inform you that we have received your request to withdraw from the recruitment process for the [Job Title] position at [Your Company Name].

We understand and respect your decision. Thank you for considering a career with us and for the time you invested in the application process.

If you have any further questions or would like to stay in touch for future opportunities, please do not hesitate to reach out.

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]