

Withdrawal from Job Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the [Job Title] position that I submitted on [Submission Date].

After careful consideration, I have decided to pursue an opportunity that I believe aligns more closely with my career goals and current circumstances.

I appreciate the time and effort you and your team have dedicated to my application, and I am grateful for the chance to be considered for a position within [Company Name].

Thank you once again for your understanding. I wish you and the team continued success.

Sincerely,

[Your Name]