

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
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 at [Company Name], which I recently accepted.

After careful consideration, I have made the decision to pursue another opportunity that aligns more closely with my career goals. I greatly appreciate the time and effort you and your team have invested in my application process.

Thank you for your understanding. I hope to cross paths in the future under different circumstances.

Sincerely,
[Your Name]