

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] that I applied for on [Application Date].

After careful consideration, I have determined that the role may not be the best fit for my career goals at this time. This was a difficult decision, as I hold [Company Name] in high regard and appreciate the time you and your team have invested in the interview process.

Thank you once again for the opportunity, and I wish you all the best in finding the right candidate for the position.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]