

Withdrawal from Probationary Consideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my application from the probationary consideration for the position of [Position Title] at [Company/Organization Name].

After careful consideration, I have decided to pursue other opportunities that align more closely with my career goals. I appreciate the time and effort the team has invested in the selection process and thank you for the opportunity to be considered for a role within your organization.

Thank you once again for your understanding, and I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]