

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for considering my application for the [Job Title] position at [Company Name]. I appreciate the opportunity to interview and learn more about your team and projects.

After careful consideration, I regret to inform you that I must withdraw my application for the position. After reflection, I have decided to pursue a different direction in my career at this time.

I truly enjoyed our conversations and learning about [Company Name] and its innovative work. I wish you and your team continued success, and I hope to keep in touch for future opportunities.

Thank you once again for your understanding.

Sincerely,
[Your Name]