

[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],

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 applied for on [Application Date].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my career goals. I want to express my sincere gratitude for the time and effort you and your team have invested in reviewing my application and considering me for the role.

I appreciate the opportunity to learn more about [Company Name] and the [specific department or team] during the interview process. I hold your organization in high regard and wish you continued success in finding a suitable candidate for the position.

Again, thank you for your understanding, and I hope to stay in touch in the future.

Best regards,

[Your Name]