

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

Please accept this letter as formal notification that I am withdrawing my application for the [Job Title] position at [Company Name].

I am grateful for the opportunity to have interviewed with your team and for the time you spent reviewing my credentials. However, after careful consideration, I have decided to pursue another opportunity that aligns more closely with my current career goals.

Thank you for your consideration and for the professional manner in which the recruitment process was handled. I wish you and [Company Name] the very best in finding the right candidate for the role.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]