

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

[Date]

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

Subject: Withdrawal of Application - [Job Title]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time you and your team spent interviewing me and discussing the responsibilities of the role.

After careful consideration, I am writing to formally withdraw my application and decline the offer at this time. I have decided to move forward with another opportunity that aligns more closely with my current career goals.

I appreciate the professional manner in which the recruitment process was handled. Thank you again for the offer and for your interest in my candidacy. I wish you and [Company Name] continued success.

Sincerely,

[Your Signature]

[Your Typed Name]