

Formal Request for Application Withdrawal

Date:

To,

Subject: Application Withdrawal Request

Dear ,

I am writing to formally request the withdrawal of my application for the position of at . I appreciate the opportunity to apply and thank you for considering my application.

After careful consideration, I have decided to pursue other opportunities and therefore wish to withdraw my application from further consideration.

Thank you for your time and understanding. Please confirm the withdrawal of my application at your earliest convenience.

Sincerely,