

Sample Cancel Job Application Letter Template

Subject: Withdrawal of Application – [Your Name]

Dear [Hiring Manager's Name],

I am writing to formally withdraw my application for the [Job Title] position at [Company Name]. After careful consideration, I have decided to accept a position that aligns closely with my career goals.

I want to express my deepest gratitude for your time and the opportunity to interview with your team. I am greatly impressed by your company's innovation and culture, and I hope to perhaps join your team in a different capacity in the future.

Thank you again for your understanding and consideration.

Best regards,

[Your Full Name]

[Your Contact Information]