Sample Withdrawal of Job Application Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Subject: Withdrawal of Job Application Approval

We acknowledge your request to withdraw your job application for the position of [Job Title] at [Company/Organization Name]. We respect your decision and want to ensure that our hiring process aligns with your current circumstances.

Please consider this email as confirmation that your application withdrawal has been approved. We appreciate your interest in joining our team and wish you success in your future endeavors.

If you have any questions or require further assistance, please do not hesitate to reach out to our HR department.

Best regards,

[Your Name]

[Your Title]