

# Unsuccessful Interview Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to extend my sincere gratitude for considering my application and taking the time to interview me for the [Position Name] at [Company Name]. It was a pleasure to meet with you and learn more about your team and the exciting opportunities within your organization.

I would like to express my utmost appreciation for the effort you and your team put into the interview process. I found our discussions about the role and the company's goals to be insightful and engaging. I was truly impressed by the professionalism and enthusiasm demonstrated by everyone I interacted with during my time at [Company Name].

However, I regret to inform you that after careful consideration and reflection, I have decided to withdraw my application for the [Position Name]. This decision was not made lightly, as I have a great deal of respect for [Company Name] and its mission. After much thought, I have concluded that the role may not be the best fit for my skills and career aspirations at this time.

I sincerely appreciate your understanding of my decision. It was not an easy one, given the positive impression I had of [Company Name] and its dedicated team. I hope that this decision will allow you

to continue your search for the ideal candidate who can contribute effectively to your company's success.

Thank you once again for the opportunity to interview with [Company Name]. I genuinely enjoyed our discussions and gained valuable insights into your industry. I hope our paths cross again in the future, and I wish [Company Name] continued growth and prosperity.

Warm regards,

[Your Name]