Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For the Interview/ Withdrawal of Application After Interview

Dear \_\_\_\_\_\_ (Name of the Recipient)

I would like to express my sincere thanks to you for interviewing me today morning. The interview was great and the insights you gave me about the company were very helpful for me. I appreciate your professionalism and formal behaviour.

However, I would like to inform you that I have decided to take my application back. This is because I feel like the work culture of the company would not be suitable for me. I appreciate your company and the employees too. But as I feel that I won’t be able to fit in the culture, I have taken the decision of withdrawing my application.

I want to thank you once again for taking out the time to interview me.

Sincerely,

(Signature)

Sender’s Full Name