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 want to express my gratitude to you for interviewing me today morning. It was a great interview and thank you for answering all my queries. After getting some insights about the school and the work culture here, I feel like I might not be the right fit for the school.

The dress code that the teachers are required to follow at the \_\_\_\_ School (Write the name of the school) is not suitable for me. I was not aware about it at the time of applying so I proceeded with my application. However, now that I know I would like to withdraw my application.

I thank you for considering my application and investing time in interviewing me. You may proceed with the process with other applicants. I hope I haven’t wasted much of your time. Thank you.

Sincerely,

(Signature)

Sender’s Full Name