Candidate withdrawal acknowledgement email

Reply within one business day of the candidate telling you they are withdrawing. For late-stage candidates, a quick phone call first is worth it; follow up with the email to confirm in writing.

STANDARD

Subject: Re: your application for [Job Title]

Hi [First Name],

Thanks for letting me know, and for being upfront about it. I've withdrawn your application for [Job Title], so you won't hear from us about further steps.

If you're open to it, I'd value a one-line answer: what was the main reason? It helps us improve how we hire. No need to reply if you'd rather not.

I'd be glad to stay in touch about future roles. All the best with what's next.

[Your Name]
[Title], [Company]

LATE STAGE (AFTER FINAL INTERVIEW)

Subject: Thank you, [First Name]

Hi [First Name],

Thank you for telling me directly. I understand, and I appreciate the time you put into the process, including [specific step, e.g. the case presentation with the leadership team].

I've let [Hiring Manager Name] and the team know. They enjoyed meeting you, and the feedback was strong.

If anything changes in the next few weeks, please call me. And if it's alright with you, I'll reach out when a role comes up that fits what you're looking for.

Wishing you the best in the new role,

[Your Name]
[Title], [Company]

ACCEPTED ANOTHER OFFER

Subject: Congratulations on the new role

Hi [First Name],

Congratulations on your new role. It sounds like a great fit, and I'm glad it worked out.

I've closed your application for [Job Title]. If it would help us, I'd be curious what made the difference: pay, timing, the role itself, or something about our process. A sentence is plenty.

I'd like to keep in touch. If you're ever thinking about a move, my door is open.

[Your Name]
[Title], [Company]

CONFIRMING A NO-REPLY WITHDRAWAL

Subject: Closing your [Job Title] application

Hi [First Name],

I've tried to reach you a few times about next steps for [Job Title] and haven't heard back, so I'm assuming the timing isn't right and closing your application for now.

If I've got that wrong, just reply by [Date] and I'll pick things up again.

All the best,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Re: your application for [Job Title]
- Thanks for letting me know, [First Name]
- Thank you, [First Name]
- Congratulations on the new role
- Closing your [Job Title] application
- Your application has been withdrawn

SMS / WHATSAPP VERSION

Hi [First Name], thanks for letting me know. I've withdrawn your [Job Title] application. If you're open to it, what was the main reason? Either way, best of luck, and I'd be glad to stay in touch. - [Your Name], [Company]

Placeholders to replace: [First Name], [Job Title], [Hiring Manager Name], [Date], [Your Name], [Title], [Company]