

Decline Offer Letter

Vivian Higgins

123 Oak Lane

Garden City, NY 11530

Date: [Insert Date]

Lucia Kennedy

Human Resources Manager

Innovatech Solutions

456 Pine Street

Techville, CA 94088

Dear Lucia Kennedy,

I hope this letter finds you well. I want to express my sincere gratitude for offering me the position of [Job Title] at Innovatech Solutions. After much consideration and deliberation, I have made the difficult decision to decline the offer. This decision was not made lightly, but after careful consideration of my current career goals and personal circumstances.

I am truly honored to have been considered for this opportunity and for the confidence that you and your team have shown in me. I have been deeply impressed by Innovatech Solutions' innovative approach and the passion of your team, and I believe your company will continue to achieve remarkable success.

I hope that my decision will not cause any inconvenience and that we can maintain a professional relationship, perhaps crossing paths again in the future under different circumstances.

Thank you once again for this generous offer and for the opportunity to meet with you and your colleagues. I wish you and Innovatech Solutions the very best moving forward.

Sincerely,

Vivian Higgins