

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

Thank you for your offer to remain with [Company Name] in response to my resignation. I genuinely appreciate the time and effort you invested in creating a new role for me and your confidence in my contributions to the team.

After careful consideration, I have decided to decline the counter offer. My decision was not made lightly, as I have enjoyed my time at [Company Name] and value the relationships I've built. However, I believe that pursuing [new opportunity or personal reasons] aligns better with my long-term career goals.

I am committed to ensuring a smooth transition and would like to discuss how I can assist in the next steps over the coming weeks. Thank you again for your understanding and support.

Wishing you and the team all the best.

Sincerely,

[Your Name]