

Rejection of Graduate Assistantship Offer

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your offer of the Graduate Assistantship position at [University/Department Name]. I appreciate the time and consideration you extended to me throughout the application process.

After careful consideration, I have decided to decline the offer. This was a difficult decision, as I hold your program in high regard and believe it would have been a valuable experience.

I am genuinely grateful for the opportunity and wish you and the department all the best in the future. Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]