

Letter of Accountability

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address my decision to not pursue the [specific opportunity] that was presented to me on [date]. I understand the importance of this opportunity, and it was not an easy decision for me to make.

After careful consideration of my current commitments and goals, I have concluded that this opportunity does not align with my immediate career objectives. I take full accountability for this decision and recognize its impact.

I appreciate the time and effort you and your team invested in considering me for this opportunity. I am genuinely grateful for the chance to learn more about [Company/Organization Name] and the exciting projects you are working on.

Thank you for your understanding. I look forward to potential opportunities to collaborate in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]