

Letter of Decline for Academic Position Offer

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Institution/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for offering me the position of [Position Title] at [Institution/University Name]. I appreciate the time and effort that you and your team invested in the selection process and the opportunity to learn more about your esteemed institution.

After careful consideration, I regret to inform you that I must decline the offer. This decision was not made lightly, as I hold [Institution/University Name] in high regard. However, I have decided to pursue a different path that aligns more closely with my career goals at this time.

I am grateful for the opportunity and hope to keep in touch in the future. I wish [Institution/University Name] continued success and hope our paths may cross again.

Thank you once again.

Sincerely,
[Your Name]