

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

[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for offering me the consultancy position at [Company Name]. I sincerely appreciate the time and effort you invested in the interview process and the opportunity to learn more about the exciting work being done at your organization.

After careful consideration, I regret to inform you that I must decline the offer. This decision was not easy, as I hold [Company Name] in high regard and greatly value the proposition extended to me.

I wish you and your team at [Company Name] continued success in all your future endeavors. I hope our paths may cross again in the future.

Thank you once again for the opportunity.

Warm regards,
[Your Name]