

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

[Date]

[Consultancy Firm Name]
[Firm Address]
[City, State, Zip Code]

Dear [Consultant's Name],

Thank you very much for offering me the consultancy position at [Consultancy Firm Name]. I appreciate the time and effort you and your team invested in the interview process.

After careful consideration, I regret to inform you that I must decline the offer, as I have decided to pursue another opportunity that aligns more closely with my career goals at this time.

I have great respect for your firm and hope to maybe collaborate in the future. Thank you once again for your understanding.

Sincerely,
[Your Name]