

Letter of Decline for Consultancy Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 truly appreciate the time and effort you invested in the interview process and the opportunity to join such a reputable 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 was genuinely excited about the potential to contribute to and learn from your team.

However, I have decided to pursue an opportunity that aligns more closely with my professional growth objectives, focusing on [specific area of growth]. I believe this direction will better position me to achieve my long-term career goals.

I hope to keep the door open for future collaborations and wish [Company Name] continued success in all its endeavors. Thank you once again for the opportunity.

Sincerely,

[Your Name]