

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for offering me the consultancy position at [Company's Name]. I appreciate the time and effort you invested in the interview process and the opportunity to learn more about your team.

After careful consideration, I regret to inform you that I must decline the offer due to personal reasons. This was not an easy decision, as I hold great respect for your organization and the work you do.

I sincerely hope to stay in touch and would welcome the opportunity to collaborate in the future under different circumstances. Thank you once again for your understanding.

Best regards,

[Your Name]