

Letter of Declining Leadership Position

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere gratitude for considering me for the leadership position of [specific position] within [organization]. It is truly an honor to be recognized for my contributions and potential.

After much reflection and consideration, I regret to inform you that I must decline the offer at this time. This decision was not made lightly, as I greatly value our mission and the amazing work the team is doing.

I appreciate the opportunity and the trust you have placed in me. I look forward to continuing my contributions in my current role and supporting the team as we move forward.

Thank you once again for your understanding and for the opportunity. I hope to stay in touch and remain a part of the [organization] family.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]