

# Letter of Declining an Executive Role

[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 the offer to join [Company's Name] as [Executive Role]. I am truly honored by the opportunity and appreciate the time you and the team dedicated to discussing the position with me.

After careful consideration, I have decided to respectfully decline the offer. This was not an easy decision, as I have great respect for [Company's Name] and its mission. However, after reflecting on my current commitments and future goals, I believe it is in my best interest to pursue a different path at this time.

I value the relationship we have built during this process and hope to keep in touch. I wish you and the team continued success at [Company's Name]. Thank you once again for the opportunity.

Sincerely,  
[Your Name]