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Decline Offer Letter Due to Personal Reasons

**Emily Parker**456 Elm Street  
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(555) 234-5678  
July 26, 2024

**David Thompson**Hiring Manager  
Global Solutions Inc.  
789 Oak Avenue  
Denver, CO 80209

Dear David Thompson,

I hope this message finds you well. I am writing to express my gratitude for extending the offer of the Project Manager position at Global Solutions Inc. After careful consideration, I have decided to decline the offer due to personal reasons.

This was a difficult decision for me, as I was very excited about the opportunity to join your team and contribute to Global Solutions Inc. However, unforeseen personal circumstances have arisen that require my full attention and commitment at this time.

I sincerely apologize for any inconvenience this may cause and deeply regret any disruption this may bring to your hiring process. I have great respect for Global Solutions Inc. and the opportunity you extended to me, and I hope to have the chance to work together in the future under different circumstances.

Thank you once again for the offer and for your understanding.

Warm regards,

**Emily Parker**