
Decline Offer Letter Due to Personal Reasons

Emily Parker

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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