

# Decline Offer Letter

From,  
Daniel Bernard  
P.O. Box 567 1561 Duis Rd.  
Pomona TN 08609  
(750) 558-3965

22-05-2000

To,  
Chaney Bennett  
ZYX Company Pvt. Ltd.  
P.O. Box 721 902 Dolor Rd.  
Fremont AK 19408

Subject: Regarding the Job Offer given to me for the post of Finance Executive.

Dear Sir,

I was delighted to receive an offer letter from your organization for the prestigious position of Finance Executive. I am sending this letter to tell you that I won't be able to accept the offer that you made to me. It was a difficult decision for me but I have accepted the same position in another company as that company is situated in my home town where I really want to be with my ailing mother.

Thank you for offering me an opportunity to work for your organization. I will let you know in future if in any position I am available for your organization.

Thank you

Yours sincerely,  
(Your Original Signature)  
Daniel Bernard

