**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