

## Declining Counter Offer Letter

From,

(Sender's Name)

(Sender's Address)

(Contact Details)

Date: dd/mm/yyyy

To,

(Receiver's Name)

(Receiver's Address)

Subject:

Dear (Name of your employer),

I received your offer letter a day before yesterday. It is a great honor to be selected by your company to be a part of their team, yet I am afraid I won't be able to join. Upon in-depth thinking and considering all the related factors, I would like to inform you that I have taken the offer from another company and joining tomorrow.

I am sincerely thankful to you for the opportunity and the time you have taken out to reach out to me. I would have loved to join your organization if some other issues didn't halt me.

Thank you for the kind consideration.

Regards,

(Your Name)