

**Diane L. Smith**

1234 Apple Road ▪ Pittsburgh, PA 15212 ▪ 412-677-2510 ▪ dsmith@andrew.cmu.edu

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March 1, 2018

Mr. Jeff Sims  
Marketing Director  
XYZ Company  
5100 Forbes Avenue  
Pittsburgh, PA 15213

Dear Mr. Sims:

Thank you very much for offering me the Marketing Manager position with XYZ Company. I've appreciated your commitment to open feedback throughout this process, and have enjoyed getting to know you and your talented team.

However, despite my positive experience with XYZ Company, I have decided to move forward with another opportunity that is better aligned with my personal goals and prior experience.

I wish you the best in locating a well-qualified candidate, and hope that we can stay in touch.

Sincerely,

Diane L. Smith

-Decline Letter Sample-