Francesca Lau  
123 Walnut Dr.  
Barrington, IL 60011

September 19, 2022

Melissa Peterson  
Financial Manager  
ABC Financial Group  
456 South St.  
Chicago, IL 60612

Dear Ms. Peterson,

Thank you so much for offering me the position of Financial Analyst at the ABC Financial Group. It has been a pleasure speaking with you and learning more about your company.

Unfortunately, after giving a great deal of thought to this career opportunity, I have decided that it is in my best interest, as well as the company’s, to turn down your gracious job offer.

I have recently decided to accept another position that I believe is a better fit for my abilities and skill set. I am so sorry for any inconvenience my decision may cause.

I continue to be impressed with ABC Financial Group’s role in the international marketplace and particularly with the great work you have done as manager of the company’s Midwest branch.

I wish you all the best in your future endeavors. I hope to see you at the upcoming Financial Management Conference in October.

Sincerely,

*Signature*(hard copy letter)

Francesca Lau