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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear Ms. Harvey,

Thank you, a lot, for granting me the Sales Manager position with Brooklyn Associates. After carefully considering the salary package highlighted in your salary offer, I must unfortunately decline. The compensation package does not meet my current situation’s financial requirements.

It was a great meeting you and also learning about your organization, and I wish you and your company continued success. Again, thank you a lot for your consideration.

Sincerely,

[Signature]

[Name]

Margaret Harrison