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

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

**Subject line:** Job offer –[Your name] [Position]

Dear [insert recipient’s name],

Thank you for the generous offer as [job title] at [company name]. After much deliberation, I’ve decided to stay with my current employer. Unfortunately, new and extenuating circumstances don’t make this the best time for me to switch organizations. However, I would love to stay in touch about future opportunities at [company name].

You mentioned that you were looking for an outstanding [job title] during recruitment. I want to connect you with one of my colleagues through LinkedIn to see if they are a good fit for your needs.

Again, thank you for the opportunity to interview. I sincerely appreciate your time.

Best regards,

**[Signature]**

**[Your name]**