Syakir Hasim

Chief Officer of Human Resources Department

PT. Global Inovasi Muda

Dramaga Tower A5, Bogor, Indonesia 17112

Phone: (0251) 123456

Jan 19, 2015

Dear Sir,

Thank you very much for offering me the position of Administrative Staff at PT. Global Inovasi Muda. It was a great experience to get interviewed by this big company and learned may things in 3 days. It’s difficult decision to make, but, after though reasoning and careful consideration, I decided not to accept your offer.

I sincerely appreciate you taking the time and effort to interview me and to share information on the opportunity and your company. I hope this is the best decision for us.

Once more, thank you for your consideration.

Best Regards,

Jennie Kim