

01 February 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts,
ABC Pharmaceuticals Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Transfer Refusal

Respected **Mr. S.K. Venkatraman,**

I extend my thanks to the management and the people who were indulged in the recruitment process for their valuable time and considering me as the right aspirant for the post. I always wanted to be a part of a growing organization.

Thank you for considering me for the position of Senior Accountant in Accounts department at Pune. I am honored that the management considered me to fill the vacancy, but I must decline.

Reason for Refusal:

My family requires an increasing amount of time due to some personal issues. But this post requires more traveling.

This turns out to be a very tough decision for me, but I believe, at this point of my career, it would be the most adequate decision. I thank you again for considering me as an appropriate candidate for the position.

Sincerely,

Mr. Shyam Modi
Accounts Manager
ABC Pharmaceuticals Ltd.