

**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:**

**The transfer location is located far from our current office and I cannot bear the extra commute due to the current pay scale.**

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.**