

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Your Address]
[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Declination of Voluntary Buyout Offer

Dear [Name],

I am writing to formally notify you of my decision regarding the voluntary buyout offer presented on [Date]. After careful consideration of the package and my current career goals, I have decided to decline the offer.

I value my position at [Company Name] and remain committed to my role as [Your Job Title]. I look forward to continuing my contributions to the team and helping the company achieve its objectives.

Please let me know if there are any additional forms or steps required to formally document my decision to remain with the company.

Thank you for the opportunity to consider this offer.

Sincerely,

[Your Signature]

[Your Printed Name]