

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Rejection of International Assignment Offer

Dear [Employee Name],

This letter serves as formal notification that I am declining the offer for the international assignment to [Destination Country/City], originally scheduled to begin on [Start Date].

After careful consideration of the terms and requirements of the relocation, I have decided not to proceed with this opportunity due to [personal reasons / family commitments / specific concerns].

I understand that this assignment was intended to support [Project Name or Department Goal]. I remain fully committed to my current role and responsibilities within the local office and will continue to contribute to the success of the team here.

Thank you for considering me for this global opportunity. Please let me know if there are any specific forms or additional procedures I need to complete regarding this decision.

Sincerely,

[Employee Signature]

[Typed Name]

cc: [HR Manager Name]