

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Rejection of Relocation Assignment - [Employee ID/Reference Number]

Dear [Recipient Name],

Thank you for the offer to relocate to [New Location] as part of my contract assignment with [Company Name]. I appreciate the opportunity and the confidence you have shown in my work.

After careful consideration of my current circumstances, I am writing to formally decline this relocation assignment. Due to [personal reasons / family commitments / unforeseen circumstances], I am unable to move to the new location at this time.

I remain fully committed to my current role and would like to discuss whether it is possible to continue my assignment from my current location or through remote work arrangements. If relocation is a mandatory requirement for this specific contract, I understand that we may need to discuss the next steps regarding my tenure.

Thank you for your understanding. I look forward to discussing this further.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]