

**John Doe**

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Dear Name Last Name,

Thank you so much for the counter-offer and for your efforts to keep me at Example Company. I truly appreciate your support and the value you see in my contributions.

After careful consideration, I've decided to move forward with the opportunity at New Company. This was not an easy decision, as I have great respect for Example Company and the team. However, I believe this new role aligns better with my long-term career goals and personal aspirations.

I want to express my gratitude for everything I've learned and experienced during my time here. I'm committed to ensuring a smooth transition and will do everything I can to help during this period.

Thank you again for your understanding and support.

Best regards,

John Doe