**Subject: Exciting Opportunity at Vanguard**

Dear Alex,

I hope this email finds you well. My name is Melissa, and I am a Talent Acquisition Specialist at Vanguard. We’ve been following your impressive work at BASTION, and we believe your skills and experience would make you a fantastic fit for an exciting opportunity here at Vanguard!

We are currently seeking top talent to join our team, and based on your background, we would love to explore the possibility of you coming on board. Vanguard offers a dynamic work environment with ample growth opportunities, competitive compensation, and a strong commitment to innovation.

I would be happy to provide more details and discuss how this role could align with your career goals. Please let me know if you would be open to a brief conversation.

Looking forward to hearing from you.

Best regards,  
Melissa  
Talent Acquisition Specialist  
Vanguard

**Subject**: Re: Exciting Opportunity at Vanguard

Dear Melissa,

Thank you for reaching out and for your kind words about my work at BASTION. I’m truly flattered by Vanguard’s interest in my profile and the opportunity you’ve presented.

At this time, I’m deeply committed to my role here, and have several ongoing projects that I’m excited to see through. While I must respectfully decline this offer, I’m grateful for the consideration and will certainly keep Vanguard in mind for future opportunities!

Wishing you and your team continued success though! And thank you once again for considering me for the position.

Best regards,  
Alex Richardson