

John Robert Reyes

IT Intern

1851 Zone 8 Brgy. San Jose

City of San Fernando Pampanga

Jilo Viray

IT Senior Specialist

Remote Employee BPO

3rd Floor, Fortune Square Bldg., Brgy. Saguin

City of San Fernando, Pampanga.

Dear Jilo Viray,

I wanted to express my sincere appreciation for offering me the opportunity to intern at the Remote Employee.

After careful consideration, I have decided that I must decline your offer of the intern position at this time. This decision has not been easy, as I have a deep respect for RE and the excellent work that you do in the IT industry/sector. However, after evaluating my personal circumstances and career goals, I have determined that I must pursue a different path at this time.

I want to emphasize that this decision is not a reflection of any shortcomings on the part of RE. I am truly grateful for the offer and the time I have spent learning about your company throughout the application process.

I would like to thank you for your understanding and apologize for any inconvenience this may cause. I hope that this decision will not impact our relationship, and I remain interested in the possibility of exploring opportunities with the Remote Employee in the future.

Thank you once again for considering me for the internship, and please accept my best wishes for the future.

Sincerely,

John Robert Reyes