

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

1. ****Introduction****

- State the purpose of the letter
- Mention your current position

2. ****Details of the Job Offer****

- Briefly describe the outside job offer
- Highlight any relevant benefits or opportunities

3. ****Reasons for Considering the Offer****

- Discuss motivations for exploring this opportunity
- How it aligns with your career goals

4. ****Impact on Current Role****

- Address any concerns regarding your current responsibilities
- Offer to assist in the transition if necessary

5. ****Conclusion****

- Express appreciation for current role and opportunities
- Indicate your desire to discuss the situation further

Sincerely,

[Your Name]