

# Job Declination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Job Offer Declination**

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort you and your team invested in the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and was truly impressed by your team. However, I have concluded that this position is not the best fit for my career goals at this time.

I wish you and [Company Name] continued success and hope our paths may cross again in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]