

Letter of Appreciation for Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the job offer for the position of [Job Title] at [Company Name]. It is truly an honor to have been considered for this role.

After careful consideration, I have decided to decline the offer. This decision was not made lightly, as I hold your team and the organization's goals in high regard. I genuinely appreciate the time and effort you extended during the interview process and for the opportunity to learn about [Company Name].

I hope to keep in touch and wish you and the team continued success. Thank you once again for your kindness and understanding.

Sincerely,

[Your Name]