

Job Offer Rejection Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the [Job Title] position at [Company's Name]. I genuinely appreciate the time and effort you and your team took during the interview process.

After careful consideration, I have decided to decline the offer. It was a difficult decision to make as I hold your company in high regard and was impressed by the team.

Thank you once again for the opportunity, and I hope we can stay in touch for potential future collaborations.

Sincerely,

[Your Name]