

# Job Offer Rejection Letter

Date: [Insert Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I sincerely appreciate the time and effort you and your team invested in the interview process. It was a pleasure to learn more about your organization and the exciting projects you are working on.

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 genuinely impressed by the work you do. However, I believe that pursuing a different opportunity aligns better with my career goals at this time.

I am truly grateful for the opportunity and for the kindness extended to me throughout the process. I hope to cross paths in the future and wish you and the entire team at [Company Name] continued success.

Thank you once again for the offer.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]