

Job Offer Rejection 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]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I sincerely appreciate the time and effort you and your team took to interview me and discuss the opportunity.

After careful consideration, I have decided to decline the offer. This was not an easy decision, but I believe it is the right one for my career at this time.

I want to express my gratitude for the offer and for the opportunity to learn more about [Company Name]. I hope we can stay in touch, and I wish you and your team continued success.

Thank you once again for your understanding.

Sincerely,
[Your Name]