

Job Offer Decline Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 [Job Title] position at [Company Name]. I appreciate the time and effort you and your team took to interview me and to provide me with insights into the company culture and values.

After careful consideration, I have decided to decline the offer as I have chosen to pursue further education at this time. It was a difficult decision to make as I hold [Company Name] in high regard and was excited about the opportunity.

I hope to stay in touch and possibly reconnect in the future as I continue my professional journey. Thank you once again for your understanding.

Best regards,

[Your Name]