

Job Offer Rejection Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

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

After careful consideration, I regret to inform you that I must decline the offer. This was not an easy decision, as I have great respect for your team and the work being done at [Company's Name]. However, after evaluating my current commitments and career goals, I feel it is in my best interest to pursue a different opportunity that aligns more closely with my specialized skills.

I genuinely enjoyed our discussions and learning more about the innovative projects at [Company's Name]. I hope to cross paths in the future and wish you and your team ongoing success.

Thank you once again for the opportunity.

Sincerely,

[Your Name]