

Job Offer Rejection Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your offer for the Shift Work position at [Company Name]. I truly appreciate the time and effort you invested in the interview process and your consideration of my application.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I have great respect for [Company Name] and its mission, but I believe it is in my best interest to pursue other opportunities that align more closely with my career goals and personal commitments.

Thank you again for the offer and for the opportunity to learn more about your team. I wish you and [Company Name] all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]