

Apprenticeship Offer Rejection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the apprenticeship position at [Company's Name]. I 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, as I hold your organization in high regard.

I genuinely appreciate the offer and hope to keep in touch in the future. Thank you once again for the opportunity.

Sincerely,

[Your Name]