

# Letter of Declining Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Nonprofit Organization's Name]. After careful consideration, I have decided to decline the offer.

This decision was not easy, as I have great respect for your organization and the important work you do. However, I have concluded that this is not the right opportunity for me at this time.

I appreciate your understanding and the time invested in the interview process. I hope to keep in touch and wish [Nonprofit Organization's Name] continued success in its mission.

Thank you again for the opportunity.

Sincerely,

[Your Name]