

# Job Offer Rejection Letter

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer'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 invested in the interview process and the opportunity to learn more about your organization.

After careful consideration, I have decided to decline the offer as I will be pursuing further educational opportunities that will better align with my long-term career goals.

I hold [Company Name] in high regard, and I hope to stay in touch in the future. I genuinely appreciate the offer and hope you find the perfect candidate for the position.

Thank you again for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]