

Subject: Job Offer Rejection

Dear [Hiring Manager'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 have invested in the interview process.

After careful consideration, I have decided to decline the offer. While I am enthusiastic about the opportunity, I believe there is a lack of clarity regarding the specific responsibilities and expectations associated with the role. I feel it is important for both parties to have a shared understanding of the job requirements for it to be a good fit.

I genuinely appreciate the opportunity and wish you and the team the best moving forward.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]