

Job Offer Rejection Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly 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 regret to inform you that I must decline the job offer due to personal reasons. This was not an easy decision for me, and I hope to keep the door open for future opportunities with [Company Name].

Thank you once again for your understanding. I wish [Company Name] continued success and hope our paths cross again in the future.

Sincerely,

[Your Name]