

Letter of Opting Out of Job Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for offering me the [Job Title] position at [Company's Name]. After careful consideration, I have decided to respectfully decline the offer.

This was not an easy decision to make, as I hold [Company's Name] in high regard and was genuinely excited about the opportunity. However, after evaluating my current career goals and personal circumstances, I believe it is in my best interest to pursue a different direction at this time.

I appreciate the time and effort you and your team invested in the interview process and hope to stay in touch for potential future opportunities. Thank you once again for your understanding.

Sincerely,

[Your Name]