

Letter of Apology for Declining Job Offer

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],

I hope this message finds you well. I am writing to formally decline the job offer for the [Job Title] position at [Company Name]. After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my career goals.

Thank you very much for the offer and for the time you invested in the interview process. I truly appreciate the opportunity to learn more about your team and the exciting work at [Company Name]. I hold your organization in high regard and hope to cross paths in the future.

Once again, I apologize for any inconvenience my decision may cause. I wish you and the team at [Company Name] all the best in your continued success.

Sincerely,
[Your Name]