

DECLINING

JOB INTERVIEW



1. Greeting and Salutation
2. Express gratitude to the opportunity
3. State your intention to decline the offer and give (not specific) reason
4. Give best wishes to the hiring manager and offer to stay in touch (if needed)
5. Sign off with a proper formal closing and your full name.

Greeting and proper salutation

Dear Mr. Jonathan Stern,

Dear Ms. Jessica Bradford,

Thank you for the opportunity to learn more about your organization and interview for **[job title]**. I appreciate your time and consideration.

OR

Thank you so much for considering me for your **[job title]** position with **[company name]**.

However, I have decided to go in a different direction at this time.

OR

However, I regret that I will have to withdraw my application at this time.

Since I initially put in my application for this position, I was offered—and accepted—a job at another company, so I'm respectfully declining this offer.

OR

However, due to changes in my circumstances, I must decline this opportunity.

This is optional

However, my colleague, **[their full name]**, would be a great fit for this position, and would be a valuable addition to the **[company name]** team. You can reach them at **[phone number]** or via email at **[email address]**.

I sincerely appreciate your taking the time to review my application. Again, thank you for your consideration.

OR

I wish you all the best for your search for a candidate. Thank you again for considering me for this position. Please do not hesitate to get in touch if you have any questions.

OR

Good luck, and I hope that we will have another chance to work together at some point in the future.

Sample of sign-offs —→ Best regards,

OR

Kind regards,

OR

Sincerely,

Sample of sign-offs —→ Your full name

For example:

Kind regards,

Samantha Clarke