

Thank you very much for offering me the role of [insert name of position]. However, I have decided that this is not the right fit for my career goals at this time.

I sincerely enjoyed our dialog as well as discussions with your team, and I very much appreciate your taking the time to share information about the role and vision of [insert company name].

Again, thank you for your time and consideration; best wishes in your continued success

Sincerely  
{Full Name}

## **Job Offer rejection letter**

1. Don't procrastinate when getting back
2. Keep your email simple and to the point
3. Express your appreciation for the offer
4. Provide a reason but don't be specific
5. Consider offering to stay in touch

### **Examples**

#### **Example 1: When you've accepted another job**

Subject line: Job offer – [Your name]

Dear Mr./Ms. [insert last name of hiring manager],

Thank you very much for offering me the role of [insert name of position] with [insert company name]. Though it was a difficult decision, I have accepted a position with another company.

I sincerely enjoyed our conversations and very much appreciate your taking time to interview me over the course of the past few weeks.

Again, thank you for your time and consideration; best wishes in your continued success, and I hope our paths cross again in the future.

Sincerely,  
{Full Name}

#### **Example 2: When the job isn't a good fit**

Subject line: Job offer – [Your name]

Dear Mr./Ms. [insert last name of hiring manager],