

JOB OFFER DECLINATION LETTER

____ [Candidate Name]
____ [Candidate Address]
____, ____, ____ [City, State, Zip]

____, 20____

____ [Employer Name]
____ [Employer Title]
____ [Company Name]
____ [Company Address]
____, ____, ____ [City, State, Zip]

Dear _____ [Employer Name],

I hope this letter finds you well. I am writing to formally decline the job offer for the position of _____ [Job Title] at _____ [Company Name] which was extended to me on _____ [Date the offer was received].

Making this decision has not been an easy task, as the position presented in your offer holds numerous merits. I have been genuinely impressed with your team's professionalism, the company's vision, and the comprehensive benefits package included in the offer.

However, after careful consideration and reflection on my current career path and personal circumstances, I have decided to pursue a different opportunity that aligns more closely with my long-term goals.

I would like to express my gratitude to you and your team for the time and effort you've put into the interview and selection process. I appreciate your understanding and respect towards my decision and I sincerely hope it does not cause significant inconvenience.

I hold _____ [Company Name] in high regard and hope that we may cross paths again in the future. Please extend my appreciation to everyone involved in the selection process. I am confident that you will find a candidate that perfectly fits the role and contributes positively to your esteemed organization.

Thank you once again for this great opportunity.

Kind regards,

____ [Candidate Name]

