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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

### **Subject:** Reject a Job offer

Dear [Name of Hiring Manager],

Thank you for your generous offer to join [Company] as [Job Title]. I sincerely appreciate the offer and your interest in hiring me.

After much deliberation, I will not be accepting the job offer, as it is unfortunately not the right fit for my career goals/interests at this time.

Again, I would like to express my gratitude for the opportunity to interview and the offer. I wish you and [Company] all the best in finding someone suitable for this position.

Kind regards,

[Signature]

[Name]