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

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

## **Subject:** Job Offer Decline Letter

Dear Mr. Kennedy,

Thank you a lot for offering me an opportunity to work at Blink Enterprises. Unfortunately, I will not be taking the role since it doesn’t fit the current path I am taking to accomplish my professional goals.

Again, I wish to express my heartfelt gratitude for the employment opportunity, and I wish you the best as you find a suitable candidate to fill the position.

Sincerely,

**[Signature]**

Leah Morris.