**Job Offer Rejection Email Example**

**Subject Line:** Your Name – Job Offer

Dear Ms. LastName,

Thank you very much for offering me the position of Training Coordinator with XYZ Company. I appreciate the offer and your interest in hiring me.

Unfortunately, I have accepted a position with another company that is a good match for my current professional goals.

Again, I do appreciate both the offer of employment and your consideration. Thank you for such a pleasant interviewing experience.

Sincerely,

Your Name  
Email  
Phone Number