**Job Offer Rejection Email Example**

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

Dear Mr. LastName,

Thank you so much for sending along this offer letter regarding the HR Specialist role for which I recently interviewed. I sincerely appreciate you extending the offer and your interest in hiring me.

As you may remember from our last conversation, I was just accepted into a graduate degree program, and have since decided to move forward with my education this coming fall. Because of this, I am sorry to say that I will have to decline your generous offer.

I want to reiterate that I truly appreciate the offer, and regret that I will not be able to join the company at this time. Thank you again for your time.

Sincerely,

Your Name  
Email  
Phone Number