**Job Offer Rejection Example**

**Subject line:** Job offer – [Your name]

Dear Mr./Ms. [insert last name of hiring manager],

Thank you very much for offering me the role of [insert name of position] with [insert company name]. Though it was a difficult decision, I have accepted a position with another company.

I sincerely enjoyed our conversations and very much appreciate your taking time to interview me over the course of the past few weeks.

Again, thank you for your time and consideration; best wishes in your continued success, and I hope our paths cross again in the future.

Sincerely,