**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]. However, I have decided that this is not the right fit for my career goals at this time.

I sincerely enjoyed our dialog as well as discussions with your team, and I very much appreciate your taking time to share information about the role and vision of [insert company name].

Again, thank you for your time and consideration; best wishes in your continued success.

Sincerely,