**Job Offer Rejection Letter Example**

Contact Name  
Street Address  
City, State Zip Code

Date

Dear Mr./Ms. Last Name,

Thank you very much for offering me the position of Marketing Manager with Hatfield Industries. It was a difficult decision to make, but I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration.

Sincerely,

Signature (hard copy letter)

Your Name