**Job Offer Rejection Letter Example**

**Subject**: Your Name - Unit Coordinator Position

Dear Mr./Ms. Last Name,

Thank you for offering me the position of Unit Coordinator at Acme Enterprises and for reviewing my counteroffer with management. I fully understand that budgets are tight, but must regretfully decline the position at the current compensation.

Once again, I want to thank you so much for your graciousness during the negotiation process. I wish you and Acme all the best.

Sincerely,

Signature (hard copy letter)

Your Name