**Job Offer Rejection Example**

[Date]

Catherine Harper
Operations Manager
ABC Company
50 Corporate Plaza
Sometown, ST 00000

Dear Ms. Harper:

Thank you very much for offering me the assistant manager position. After careful consideration, I regret that I must decline your offer. Although you were most encouraging in outlining future advancement possibilities within ABC Company, I have accepted another opportunity that is more in line with my skills and career goals.

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process, and I only wish that circumstances allowed me to accept your offer.

Best wishes for your continued success.

Sincerely,

Tom Greenwood