**Job Offer Rejection Example**

Your Address  
City, State ZIP  
Phone  
Email Address

Month/Day/Year

Name  
Title  
Company  
Address  
City, State ZIP  
  
Dear Mr./Ms. \_\_\_\_\_\_\_\_\_:  
  
After considerable thought, I have decided not to accept your offer of employment as outlined in your (date) letter. This has been a very difficult decision for me. However, I feel I have made the correct one at this point in my career.  
  
Thank you for your time, effort and consideration. Your confidence in me is sincerely appreciated.

Sincerely,  
  
(Pen-written signature here)  
  
Your name typed here