**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