**Job Offer Rejection Example**

Sample job rejection letter

May 27, 2012

Mr. Hiring Manager  
Director of Hiring  
Prospective Employer, LLC  
1333 Job Lane  
Chicago, IL 60614

Dear Mr. Manager:

Thank you for offering me the graphic design position at your firm. Prospective Employer, LLC is exactly the type of company I seek to work within to start my career. Your New Employee Transition program that pairs new workers with seasoned ones for mentoring and guidance is both attractive and impressive.

However, shortly after my interview with you, I received an offer for a similar position in Wisconsin, which removes the need for me to relocate. After much thought and careful consideration, I have decided to accept the position in Wisconsin.

Thank you again for the interview and the offer to work for your company. Under other circumstances, I think it would be the perfect fit. It was a pleasure meeting you and learning about Prospective Employer, LLC.

Sincerely,

Ivanna Job