**Job Offer Rejection Letter due to Personal Reasons**

November 29, 2016

Mr. Hayden Walsh
Hiring Manager
Excel Partners
8873 15th Street
Mount Pleasant, WI 58244

Dear Mr. Walsh:

I would like to thank you for your decision to hire me as Marketing Manager at Excel Partners. I have always held your organization in great esteem, as I am in complete awe of the way you have made a humble beginning into such an amazing corporate existence.

Unfortunately, I have no choice but to decline this job offer at this point in time, due to some personal reasons. While nothing would please me more than becoming part of an organization that I look up to so much, I cannot do justice to the work when I am not fully in the right frame of mind. During the past few weeks, I have lost much in terms of health and have not been able to recuperate. I believe that joining a new organization at this stage will not be fair to it, as I will not be able to contribute energetically.

I hope that you find someone to hire as a marketing manager of Excel Partners on an immediate basis, so that your work does not suffer. If this position isn’t filled 3 weeks from now, I will contact you after reassessing my personal problems. Thank you for your trust in my abilities to do the job. I hope to remain in the loop for further opportunities.

Sincere regards,

(Signature)