JANE DOE

123 Main Street | 111-111-1111 | janedoe@email.com

01/01/20XX

John Smith

Hiring Manager

The Good Company

3456 Park Ave.

Somewhere, USA 10000

Dear John Smith:
Thank you sincerely for offering me an opportunity to work at The Good Company. I appreciate the time and effort spent by your team to interview me and review my application.

I regret to inform you that I’m unable to accept this position. Although I’m impressed by The Good Company and your team, I do not feel that this position aligns with my future career goals. I hope that there may be future opportunities with The Good Company that better fit my needs.

Thank you again for the time and consideration in making this decision and I hope we can connect again in the future.

Sincerely,
Jane Doe