Job Rejection Letter Examples

Contact Name
Street Address
City, State Zip Code

Date

Dear Mr./Ms. Last Name,

Thank you very much for offering me the position of Marketing Manager with Hatfield Industries. It was a difficult decision to make, but I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration.

Sincerely,

Signature *(hard copy letter)*

Your Name

Contact Name
Street Address
City, State Zip Code

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Date

Dear Mr./Ms. Last Name,

Thank you very much for offering me the opportunity to work at Bronson Associates. Unfortunately, I will not be accepting the position as it does not fit the path I am taking to achieve my career goals.

Once again, I'd like to express my gratitude for the offer and my regrets that it didn't work out. You have my best wishes in finding someone suitable for the position.

Sincerely,

Signature *(hard copy letter)*

Your Name

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Dear Mr./Ms. Last Name,

Thank you for offering me the position of Unit Coordinator at Acme Enterprises and for reviewing my counteroffer with management. I fully understand that budgets are tight, but must regretfully decline the position at the current compensation.

Once again, I want to thank you so much for your graciousness during the negotiation process. I wish you and Acme all the best.

Sincerely,

Signature *(hard copy letter)*

Your Name