

Blank Rejection Letter Template for Declining Job Offers

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I appreciate the time you spent interviewing me and learning about my background and qualifications.

After careful consideration, I have decided to decline the offer. This was not an easy decision and took a lot of thought. I truly value the offer and your interest in me.

I appreciate your consideration and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]