

## Job Rejection Letter Example

Dear [Insert Name]

Your Name  
Your Address  
Your City, Zip Code  
Date

Dear<enter name of person who offered you the job>,

I am writing this letter to inform you that I am declining your recent job offer. It was not easy for me to come to this decision but after much thought I feel that I am not a good fit for the position of <enter job title>. Since we talked, I have accepted a position with another company and am sure that it will do very well in the future. You have my best wishes in finding someone who is suitable for the position.

Sincerely,

<Enter name here>

Your Address  
Post Code  
Tel Number

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