

JOB OFFER REJECTION LETTER TEMPLATE

Your Street Address

City, State and Zip Code

>

Date

>

>(4 spaces)

>

>

Name of Contact

His/Her Title

Company/Organization Name

Address

City, State and Zip Code

>

Dear Mr., Ms., or Dr. (Contact's Name):

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In the first paragraph, indicate that while you appreciate the offer, you are unable to accept the position. Since you are conveying bad news, the tone of this letter will not be as positive as that of an acceptance letter.

>

In the second paragraph, express your appreciation for the opportunity. Use your discretion when giving reasons for turning the offer down. You may indicate that you have accepted another opportunity. Keep in mind that you can demonstrate your professionalism through this type of letter.

>

To conclude the letter, try ending on a positive note. Refer to your positive experience during the interview process, and leave the door open in case you want to apply for another position with the organization in the future.

>

Sincerely,

>

> Your signature here (4 spaces)

>

>

>

Your name