

THE 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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The rejection letter is difficult to write because it conveys bad news. In the first paragraph, indicate that while you appreciate the offer, you are unable to accept the position.

>

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 it is through this type of letter you can demonstrate your professionalism.

>

To conclude the letter, end 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

Tips for Success

- A polite refusal is your responsibility and a professional courtesy
- Do not put off writing the rejection letter, as you allow the employer to move forward with the search as quickly as possible
- Verbal rejections should be confirmed in writing