

Job Rejection Letter from Employee

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Date: [Date]

Dear [Hiring Manager's Name],

I hope this letter finds you well. I am writing to formally respond to the job offer for the position of [Job Title] at [Company Name]. It is with a heavy heart and after considerable deliberation that I must decline the offer.

This decision was not made lightly. The opportunity to work at [Company Name], a company I hold in high regard, was truly flattering and something I considered with the utmost seriousness. However, after careful consideration of my current professional and personal circumstances, I have concluded that this is not the right move for me at this time.

I want to express my sincere gratitude for the offer and for the courteous and professional manner in which your team conducted the interview process. I was greatly impressed by the company culture, the team, and the vision that [Company Name] embodies. It was a difficult decision to make, and it speaks volumes of your organization that making this decision was so challenging.

Please extend my thanks to everyone involved in the selection process. I am humbled by the opportunity and hope that our paths might cross again under different circumstances. I wish [Company Name] continued success and growth in the future.

Thank you once again for your understanding and professionalism. Should my situation change or should there be an opportunity to collaborate in some other capacity, I hope to reach out to you.

Best wishes,

Samuel Thompson