

Job Rejection Letter to Employer

Jordan Smith

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September 21, 2024

Ms. Jane Doe

Human Resources Manager

Innovatech Solutions

5678 Tech Park Blvd.

Townsville, NY, 12345

Dear Ms. Doe,

I hope this message finds you well. I am writing to formally thank you for offering me the position of Senior Software Engineer with Innovatech Solutions. I appreciate the opportunity to learn about your team and the impressive work being done at your company.

After careful consideration, I have decided to decline the offer. This decision was not easy and involved considerable deliberation. Ultimately, I have chosen a path that I believe best aligns with my current career objectives and personal goals.

I am grateful for the opportunity to interview with your team and for the insights I gained about your company. I hold Innovatech Solutions in high regard and hope to cross paths in the future under different circumstances.

Thank you once again for this opportunity. I wish Innovatech Solutions continued success and hope for your understanding regarding my decision.

Warm regards,

Jordan Smith