

Decline Offer Letter Due to Salary

Michael Johnson

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(555) 789-1234

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Lisa Roberts

Hiring Manager

XYZ Enterprises

321 Birch Lane

Columbus, OH 43210

Dear Lisa Roberts,

I hope this message finds you well. I am writing to express my gratitude for extending the offer of the Marketing Coordinator position at XYZ Enterprises. After careful consideration, I have decided to decline the offer due to the salary package provided.

I was very excited about the opportunity to join your team and contribute to XYZ Enterprises. However, after evaluating the offer in light of my financial needs and market standards for similar positions, I realized that the proposed compensation does not meet my expectations.

I truly appreciate the time and effort you and your team have invested in the interview process and in considering me for this role. I hold XYZ Enterprises in high regard and hope that we may cross paths again in the future under different circumstances.

Thank you once again for the offer and for your understanding.

Warm regards,

Michael Johnson