
Job Offer Rejection Letter

Jane Doe

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October 1, 2024

Mr. John Smith

XYZ Corporation

4567 South Avenue

Industry City, CA 90002

Dear Mr. Smith,

I hope this message finds you well. I am writing to formally decline the job offer for the position of Marketing Director at XYZ Corporation. After careful consideration, I have decided to accept a position that aligns more closely with my career goals and personal circumstances.

I want to express my sincerest appreciation for the opportunity to interview with your team and for the generous offer you extended. It was a pleasure to learn more about the innovative work being done at XYZ Corporation. I am impressed by the dedication and passion exhibited by everyone I met and I have no doubt that your team will continue to achieve great success.

Please convey my gratitude to everyone involved in the selection process. I am very grateful for the offer and for the warm welcome I received. I hope to have the

opportunity to work with XYZ Corporation in some capacity in the future and look forward to staying in touch.

Thank you once again for this incredible opportunity.

Warm regards,

Jane Doe