

Business Job Offer Rejection Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere gratitude for the job offer extended to me for the [Position Title] role at [Company Name]. I have carefully considered your offer and after much thought and reflection, I have reached a difficult decision.

I regret to inform you that I must decline the job offer at this time. This decision was not made lightly, as I have been thoroughly impressed by [Company Name]'s reputation, culture, and the professionalism displayed throughout the interview process. I appreciate the time and effort invested by your team in evaluating my qualifications and offering me this opportunity.

However, after careful consideration of my personal and professional goals, I have decided to pursue a different career path that aligns more closely with my long-term aspirations. This was a challenging decision, and I want to assure you that it was not influenced by any shortcomings on [Company Name]'s part.

I genuinely value the positive experience I had during the application process and the insights I gained into your organization. I hold [Company Name] in high regard and hope that our paths may cross again in the future.

Thank you once again for considering me for the [Position Title] role. I am confident that your company will continue to thrive, and I wish you and the entire team at [Company Name] continued success.

If you require any additional information or have any questions, please feel free to reach out to me. I am more than willing to assist in any way possible.

Thank you for your understanding, and I extend my best wishes to you and the team at [Company Name].

Sincerely,

[Your Name]