

Sample Email to Reject a Job Offer – Email Template 1

Dear Mr/Mrs/Ms [Hiring Manager's Name],

Thank you very much for offering me the position of [Position] at [Company]. I really appreciate your offer. Unfortunately, I have decided to turn down this position as it is not the right fit for my present career goals.

I was impressed by our discussion, and your dedication towards the company, which made my decision a difficult one. I am deeply grateful for the opportunity to interview with you, and I wish you all the best in finding a new candidate whose career goals align better with the company.

Thank you.

Sincerely,
[Your Name]