

Sample Email to Reject a Job Offer – Email Template 2

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

Thank you very much for offering me the position of [Position] at [Company]. I'm truly grateful for your offer, and am thoroughly impressed by our interview and discussion last week.

It was a difficult decision, but after careful consideration, I have decided to take on another role more closely aligned to my long-term career goals.

Nonetheless, I'm grateful that you've taken the time to consider me, and for sharing with me in detail about the company and role. I truly appreciate it.

Thank you.

Sincerely,
[Your Name]