

HOW TO WRITE A JOB OFFER REJECTION LETTER

There are numerous reasons for declining a job offer, such as a lack of advancement, a low salary, or receiving a better job offer with another company.

This template will show you how to write a rejection letter, professionally declining a job offer while maintaining a positive impression with the organization and recruitment team.

1. ADDRESS YOUR LETTER TO THE INTERVIEWER

Address the rejection letter directly to the person who interviewed you, including their first and last name as well as their preferred title.

2. EXPRESS YOUR APPRECIATION FOR THE JOB OFFER

Show gratitude to the potential employer for taking the time to consider your application and to interview you.

Thank you so much for taking the time to interview me for the position of [position name] at [company name]. I greatly appreciated it, and I enjoyed meeting you and your employees. I'd like to express my gratitude to you for your positive assessment of me and your generous offer to bring me on as part of your team.

3. BE CLEAR THAT YOU ARE TURNING DOWN THE JOB OFFER

Explicitly state that you are turning down the offer. Do not use vague wording that may be misinterpreted.

I appreciate the opportunity; however, I must regretfully decline your offer.

4. BRIEFLY EXPLAIN WHY

Consider why you're rejecting the offer and include any appropriate details of your decision by including a brief reason. Keep it professional, positive, and to the point.

I've decided that [another opportunity / my current job] is overall a better fit for me.

The compensation package didn't suit my needs.

After careful consideration, I've accepted a job with another company which I feel is a better fit for me.

5. FINISH YOUR LETTER WITH GRATITUDE

Again, state your gratitude to the potential employer at the end of your letter.

Once again, thank you for your consideration. I wish your company continued success in the future.