

Sample Email to Reject a Job Offer – Email Template 3

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 the interview opportunity, and the chance to learn a bit about your company while interacting with your stellar team.

While this role would be a great opportunity, I have decided to remain at my current company. Nonetheless, I very much enjoyed speaking with you last week - thank you again for the interview. I enjoyed meeting the team, and learning about the [Position].

I deeply appreciate this generous offer, and I wish you all the best in finding a new candidate promptly.

Thank you.

Sincerely,
[Your Name]