

Sample Email to Reject a Job Offer – Email Template 4

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

Thank you very much for offering me the position of [Job Title] 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.

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my long-term career goals. This was a difficult decision to make, as I was genuinely impressed with [Company] and the team.

I appreciate the time and effort you and your team invested in the interview process. It was a pleasure meeting everyone. I hope our paths cross again in the future, and I wish [Company] continued success.

Thank you once again for your offer and understanding.

Sincerely,
[Your Name]