

Sample Email to Reject a Job Offer – Email Template 5

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

I wanted to take a moment to thank you for offering me the position of **[Job Title]** at **[Company]**. I am deeply appreciative of the opportunity to work with your team and to learn more about your organization during the interview process.

After careful consideration, I have decided to decline the offer. This decision was not easy to make, as I have immense respect for **[Company]** and the team. However, I believe it's essential to provide candid feedback.

I feel that the role and responsibilities of the position do not align with my long-term career aspirations and the skills I wish to develop. I want to be honest and transparent about my decision, as I believe it is in the best interest of both parties. I hope you understand that this decision is about the role and its fit with my career goals rather than any shortcomings on the part of **[Company]**.

Thank you once again, and best wishes for your continued success.

Sincerely,
[Your Name]