

How to Decline an Offer

Dear _____:

After carefully weighing all aspects of your employment offer with (*name of employer*), I must respectfully decline the opportunity to accept employment with your organization at this time.

The decision has not been easy for me, and I hope I have made the correct choice. You have been very patient, fair and generous with your time; I can honestly say that I have nothing but the most favorable feelings toward (*name of employer*).

Thank you for your courtesy and consideration.

Sincerely,

Your name