

DECLINING AN OFFER

- ✓ Confirmation of offer receipt
- ✓ Thank them for the opportunity
- ✓ Confirm decision to decline
- ✓ Reiterate appreciation for the opportunity

EXAMPLE

Hello **(Name)**,

I am writing to let you know that I have received **Company X's** offer for the **Job Name** role and to thank you for this opportunity.

I greatly appreciate the time that **Company X** has invested in my interview process and have enjoyed the chance to engage with you and other members of your team.

After carefully reviewing all aspects of your employment offer with **Company X**, I have decided to respectfully decline the opportunity and will not be moving forward with **Company X** at this time.

Again, thank you for all of your time. I wish you all the best.

Sincerely,

Your name