How To Reject A Job Offer Without Accepting Example #3

Date:

To,

Name _____

Company _____

Address _____

_____

Subject: How to respond to a job offer withour accepting

From,

Name _____

Address _____

Dear _____,

Thank you very much for this offer to me. And, I am glad for this opportunity to a work as a _____ designation in the _____ company. However, I must respectfully decline your offer of employment due to having accepted an employment offer at another company.

It was a pleasure for me to meet you. And, I do appreciate your helpfulness and time over the past few weeks. I wish you the best in your ongoing recruitment offer.

Thank you.

Yours Sincerely,

Name _____

Signature _____