

Job Rejection Letter
By: AmbitionBox.com

{Your Name}
{Your Address}
{City} {State} {Zip Code}
{Phone Number}
{Email}

{Date}

{Employer's Name}
{Title}
{Company's Name}
{Company's Address}
{City} {State} {Zip Code}

Subject: Regarding job offer for the position of (job role)

Dear Sir/Ma'am,

Thank you for selecting me for the position of (Job Profile) and reviewing my points regarding salary and allowances. I understand the company's concerns and financial constraints, but regretfully, I cannot accept the position at the compensation being offered currently.

I thank you for the opportunity and hope to find a more suitable arrangement in the near future.

Regards,
(Your name)