

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 Mr/Ms (Name of person),

Thank you for the offer made by your company recently. It was a pleasure meeting with the team. However, after reviewing the company policies and job requirements, I have found certain points I cannot agree with or lend my support to by being part of this organization.

I hope you understand my reasons for declining the position. I wish (Name of Company) the very best in all its endeavours.

Regards,
(Your name)