# Job Offer Rejection Letter

*This document is used to formally decline a job offer made by an employer, either by the candidate or, less commonly, by the employer withdrawing the offer. It ensures professional communication and maintains goodwill for any potential future opportunities.*

Date: **{date}**

To: **{employerName}**

Company: **{companyName}**

Address: **{companyAddress}**

Dear **{employerName}**,

I would like to express my sincere gratitude for extending the offer for the position of **{jobTitle}** at **{companyName}**. I truly appreciate the time and effort your team invested in the interview process and for considering me for the role.

{#byCandidate}

After careful consideration, I have decided to respectfully decline the job offer. This was not an easy decision as I am genuinely impressed with your organization and team. However, I have concluded that this opportunity is not the right fit for my current goals and professional development objectives.

I hope we can stay in touch, and I would welcome the opportunity to connect again in the future should circumstances align better.

{/byCandidate}

{#byEmployer}

We would like to inform you that we have decided to withdraw the job offer for the position of **{jobTitle}**. This decision was made after further deliberation regarding our current business needs and staffing plans.

We appreciate your interest in **{companyName}** and the time you invested throughout our selection process. We wish you all the best in your job search and future career.

{/byEmployer}

Thank you again for your consideration and understanding.

Sincerely,

**{senderName}**  
*{senderTitle}*