**Sample Job Decline Thank you Letter**

To,

George Davidson

Head of the Department, Human Resource

Glorious Enterprises Limited

Nottingham

UK

7th January 2014

**Subject:** Job decline thank you letter

Respected Mr. George,

I would like to sincerely thank you for your telephone call and the job offer letter that you sent to me yesterday, offering me the position of an assistant project coordinator. While I firmly believe in the fame and reputation of your company and I understand the challenging opportunities that you offer, I regret to inform you that I have had another offer, matching my goals and interests closely.

This was a difficult decision for me but after a careful consideration, I have thought to decline the job offer that you presented to me. I sincerely appreciate the courtesy and hospitality that was shown by your company’s staff, all this time, but there are some wider opportunities waiting for me. I am sorry for the inconvenience that might have caused you due to my declination.

I wish Glorious Enterprises Limited, all the best for all its future endeavors. If I can be of any help to you, please feel free to contact me on 4838593.

Thanking you for your kind consideration.

Sincerely,

Leonardo Fred