

Sample Rejection Letter

Your Name
Your Street Address
City, State Zip Code
Phone Number

Date

Mr./Ms./Mrs. Name of Contact Position
Title
Company Name
Company's Address
City, State Zip Code

Dear M_. last name of contact person:

First Paragraph: Thank the contact for the offer letter, mentioning the date of the letter. Tell the employer that you must, unfortunately, decline the offer.

Second Paragraph: Let the employer know what impressed you about his/her organization. Be positive. Show your appreciation for their time and consideration and that your decision came after careful analysis of your current options and long term goals.

Third Paragraph: Do not burn any bridges. Close gracefully.

Sincerely,

Your Name typed under your signature