**Job Rejection Letter**

Your Name and Address

Date

Name of Address  
Job Title  
Company Name  
Address

Dear (name of person who offered you the job)

I am writing this letter to inform you that I am declining your recent job offer of (job title) at (name of company).

It was a very hard decision to make but after much thought I feel that I will not be a good enough fit for this position.

Thank you for giving me the opportunity to work with the company. You have my best wishes and I hope you find the right candidate for this job role.

Yours sincerely

Your signature

Name