

# Letter of Rejection

Your Name  
Street Address  
City, State, Zip

Recipient's Name  
Address  
City, State, Zip

Dear \_\_\_\_\_,

After considerable thought, I have decided not to accept your offer of employment as outlined in your (date) letter. This has been a very difficult decision for me; however, I feel I have made the correct one for this point in my career.

Thank you for your time, effort, and consideration. Your confidence in me is sincerely appreciated.

Sincerely,

(Written Signature)

Your Name typed