[Your Name]

[Street Address]

[City, State Zip Code]

[Phone Number]

[Email Address]

[Today’s Date]

[Hirer’s Name]

[Hirer’s Title and Department]

[Street Address]

[City, State Zip Code]

[Phone Number]

Dear [Name of Recipient],

[Thank the company for the interview and for considering them for the position. Make sure to mention the name of the position.]

[Complement them on something positive that occurred in the interview or the offer.]

[Let them know that you are not accepting the job offer. You can also provide a reason for your decision if you feel so inclined, but you don’t have to justify your actions.]

[Wish them luck and thank them again.]

[[See Vertex42.com](https://www.vertex42.com/WordTemplates/rejection-letter.html) for tips and a sample letter.]

Sincerely,

(Sign here for letters sent by mail or fax)

[Your Name]