

Formal Job Refusal Letter

Subject: Re: Job Offer for [Position Name]

Dear [Recipient Name],

I would like to sincerely thank you for offering me the position of [Position Name] at [Company Name]. After careful consideration, I have decided to decline the offer due to personal reasons and career objectives.

I truly appreciate the time and effort invested by your team during the selection process and hope to keep in touch for potential opportunities in the future.

Thank you again for your understanding.

Sincerely,

[Your Name]

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