

Provisional Job Refusal Letter

Subject: Conditional Decline of Job Offer

Dear [Recipient Name],

Thank you for offering me the [Position Name] position at [Company Name]. At this time, I must decline the offer due to [reason, e.g., pending other commitments or personal circumstances].

Should the situation change in the future, I would be glad to reconsider potential opportunities with your organization.

I appreciate your understanding and hope to stay in touch.

Best regards,

[Your Name]

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