

# Sample letter/email declining a job offer

Express your appreciation for the offer and the organisation's interest.

Be courteous and respectful in order to remain on good terms for possible consideration down the road.

You may also want to offer a very brief comment about why you are declining, such as a better fit elsewhere or your preference for another geographic region.

*Dear Mr. Harris*

*Thank you for your offer for the position of Process Engineer with Martin, Smith, and Pearson.*

*After much consideration, I have decided to accept a similar position with another company in Amsterdam. I believe this position will better fit my interests in sustainable energy technology and in particular my passion for working with wind energy techniques.*

*I want to thank you again for the time you spent with me during my office visit last month. I appreciate your interest in me, and I wish you every success in securing a suitable hire.*

*Sincerely,*

*James Scott*