

Husky Learner
15 Northeastern Way
Boston, MA 02215

Date

Recipient Name
Title [Hiring Manager or HR representative]
Company Name
Address

Dear [Name of Hiring Manager or Person Who Issued Offer]:

Thank you for offering me the opportunity to join _____ (*organization name*) as _____ (*job title*). I truly appreciate the time you and others spent meeting with me to discuss this position. I especially enjoyed meeting _____ (*specific employees*) in my interviewing process and learning about _____ (*company's mission/projects*).

[Then, give an honest reason for declining if possible, depending on the situation, e.g.]

Upon reflection, however, I have decided to accept another offer that _____ (*is located closer to my family; aligns more closely with my career goal of x or y; offers a significantly higher salary*).

Upon reflection, however, I have decided to decline your offer because _____ (*I am actively pursuing other opportunities and do not want to make a commitment until I know more about all of my options; x or y has changed since I interviewed with you*).

Upon reflection, however, I have decided to decline your offer due to _____ (*the lack of diversity in the organization; inappropriate comments on my appearance during the hiring process, etc.*). For this reason, the organization does not appear to be a good fit for me.

However, after careful consideration, I have decided to decline your offer (*the generic option when you can't or don't want to provide any specific reasons*).

[Close with content and tone that matches your experience: be more positive if you want to keep an open door and more neutral if you don't imagine any future interest.]

It was a pleasure to learn more about the excellent work you do at _____ (*organization*). Thank you again for your consideration, and I wish you the best for successful completion of your search process.

Sincerely,

Husky Learner
Email/Phone