

Declining Job Offer

George Jones
87 Delaware Road
Hatfield, CA 08065

Date

Dear Mr. Jones,

Thank you very much for offering me the opportunity to work at Bronson Associates. Unfortunately, I will not be accepting the position as it does not fit the path I am taking to achieve my career goals.

Once again, I'd like to express my gratitude for the offer and my regrets that it didn't work out. You have my best wishes in finding someone suitable for the position.

Signature

Typed Name