

Sample Job Rejection Letter:

To,

Marley David

HR Manager

Gbw Enterprises Limited

67, North Lane

Nottingham

15th May 2014

Subject: Job rejection letter

Respected Sir,

I am pleased to receive a job offer letter from your company, offering the post of a marketing executive. I am writing this letter to inform you that I have accepted a higher position at some other company and therefore I would like to reject the job that you have offered.

Through this letter, I would like to take this opportunity to first of all thank you for your time and efforts that you had put in to review my resume and documents and for conducting an interview. While I applied at your company, I had also applied at some other company and got selected with the better opportunities and prospects. Since I am looking forward to gain better exposure in the marketing sector, I regret to inform you about my decision of rejecting the job offer.

I once again thank you for your kind consideration to my candidacy and I wish your company all the best for its future endeavours. Hope to be associated with your company in future.

Thanking you.

Sincerely,