**Job Rejection Letter Sample**

Mary Johnsons

179 Main Street  
South town, CA 12478

21st of August, 2019

Dear Ms. Lahey,

Thank you very much for offering me the position of Financial Manager with GDR Industries. It was a tough decision to make, but I decided to accept a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the job and your company. I hope you find a suitable person for this position.

Again, thank you for your consideration.

Sincerely,

*Signature (hard copy letter)*

Mary Johnsons