



# Example of an Email Declining a Job Offer

Dear Ms. Smith,

Thank you very much for offering me the Social Media Manager position at your organization. After careful consideration, I have decided to decline the offer. Although you were extremely thorough in the interview regarding my training and opportunities for growth, I have accepted another position where my interests and skills will be a better match.

I enjoyed meeting you and the rest of your staff. I would like to keep in touch via LinkedIn to share best practices in the field of social media.

Best wishes on the remainder of your search.

John Michael