Date

[Your Name]

**[Street Address]**

[City, ST ZIP Code]

**[Recipient Name]**

[Title]

[Company Name]

**[Street Address]**

[City, ST ZIP Code]

Dear **[Recipient Name]**:

Please address this letter as a rejection for the job offer I received. Due to some recent personal issues, I will not be able to accept this opportunity to work at [Name of Organization]. This is quite an unfortunate situation and I am very sad to pass up the opportunity of working at an organization like [Name of Organization].

Thank you for considering me as a possible future employee. I hope we can work in the future together.

Sincerely,

**[Your Name]**

[Title]