Date

[Your Name]

**[Street Address]**

[City, ST ZIP Code]

**[Recipient Name]**

[Title]

[Company Name]

**[Street Address]**

[City, ST ZIP Code]

Dear **[Recipient Name]**:

It is with regret that I write this letter to you stating that I have to refuse the job offered to me as a [Job Title] at [Name of Organization]. I would like to work for your organization as it will be a great experience for me. However, the salary package being offered for the position does not meet my expectations.

As I have been working in this field for a good amount of time, I have built up my skills and experience levels immensely. I am also currently working as [Current Job Title], with a salary package of [Pay details]. This package also includes life and health insurance and other miscellaneous benefits. In comparison, I will be earning less if I became an employee at your organization.

Nonetheless, I would like to thank you for your job offer.

Sincerely,

**[Your Name]**

[Title]