RESPONSE TO A JOB OFFER

November 3, 2026

Dear Alex Example,

Thank you for offering me the Example role position. I respectfully decline the offer. After careful consideration, I have decided to accept another opportunity that offers a closer match to my near-term relocation and compensation plans. This was a genuinely difficult decision given the quality of your team.

Sender

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example

Example office address

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