**SAMPLE REJECTION LETTER**

1202 Georgia Street

Chicago, Il 71221

June 30, 2016

Mr. John Brown

Sales and Marketing Division

Walgreens

1500 North Shore Drive

Detroit, MI 69807

Dear Mr. Brown:

Thank you for your employment offer for the position of Sales Manager with Walgreens. I valued our discussion about the position responsibilities, as well as the career possibilities within the company.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interests that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Sharon Jones