

# RESPOND TO A JOB OFFER WITHOUT ACCEPTING SAMPLE

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August 17, 2022

Subject: Response to Job Offer for [Job Title] Position

Dear [Employer's Name],

I trust this message finds you well. I am writing to express my sincere appreciation for extending the offer for the [Job Title] position at [Company Name]. It is truly an honor to be considered for this opportunity, and I am grateful for the time and effort invested in the selection process.

I have carefully reviewed the details of the offer, and I am excited about the prospect of joining [Company Name]. However, I believe it is important to make a well-informed decision that aligns with both my professional goals and the needs of [Company Name].

In light of this, I would like to request additional information regarding [specific aspect of the offer], as I want to ensure a comprehensive understanding of the terms and responsibilities associated with the position. Your clarification on this matter will contribute significantly to my decision-making process.

I appreciate your understanding and am committed to providing you with my final decision by [specific date]. Thank you once again for this incredible opportunity, and I look forward to the possibility of contributing to the success of [Company Name].

Best regards,

[Your Full Name]

[Your Contact Information]