



Template for accepting a rejecting a job offer

*Dear [Interviewer]*

*Thank you for considering me for the role of Customer Service Operator.*

*After careful reflection, I have decided not to accept the job offer as I have found a role that is more in line with my current career path.*

*I really enjoyed learning all about your organisation and the excellent work that you do.*

*Thank you for taking the time to meet with me and I wish you success in finding another candidate for the role.*

*Kind regards*