

Dear Mr. Smith:

Thank you for offering me the position of chemical technician. I appreciate you discussing the details of the position and giving me the time to consider your offer.

Ajax Widgets is a strong organization, and there are many aspects of the position that are very appealing to me. I believe, however, it is in our mutual best interests that I decline your offer. As we discussed, my training and interests in chemistry are not as represented within this role. This has been a challenging 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 extended to me. It was a pleasure meeting you and your team.

Sincerely,

Rammy W. Chester