

Date: [Insert Date]

To: [Recipient Name/HR Department]

[Company Name]

[Company Address]

Subject: Formal Rejection of Offer - [Job Title] - [Your Name]

Dear [Hiring Manager Name],

Thank you very much for offering me the position of [Job Title] with [Company Name]. I truly appreciate the opportunity and the time you spent interviewing me.

After careful consideration, I am writing to formally decline this offer. Unfortunately, due to unforeseen financial constraints, I am currently unable to manage the costs associated with relocating to [City/Location]. Despite my strong interest in the role and your organization, the financial burden of a move is not feasible for me at this time.

I am disappointed that I cannot join your team, as I have a high regard for the work [Company Name] is doing. I hope you understand that this decision is based solely on my current financial circumstances.

Thank you again for your interest in my candidacy. I wish you and the company continued success in the future.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]