

# How to decline an offer after you have said yes.

Here is how you handle this delicate situation:

Unfortunately, sometimes it happens, you may have accepted an offer but something incredible came to you and you need to decline the original offer.

## Here is how to do it professionally:

### ① Call the manager who extended the offer.

- Be sincere and thank him or her for their time and offer, but let them know that something landed on your lap and it's an opportunity you cannot pass up
- They may be frustrated, but at the end of the day, good people will be happy for you and will want to see you succeed
- Inform the client that you will reach out to your network and will forward potential applicants to the recruiters to vet out for this opening
- Ask to stay connected on LinkedIn if anything should change in the future

### ② Follow up with a well-thought-out email.

- Put time and effort into this, and make sure you express your gratitude. It is important to leave a positive impact even in a difficult situation,
- you never know when you may cross paths again so ending things professionally is key.

*Life happens and sometimes the timing is off, but it's important to move forward and go for the opportunity that will give you the most value for what you need.*

# Sample letter to decline an offer.

Name  
Address  
Telephone  
Email

Date:

Recipient  
Title  
Company  
Street Address  
City, ST ZIP Code

Dear (Name of the hiring manager)  
Please accept this letter as formal notice that I will not be taking the position of (name of position).

Thank you the offer, as well as the time you've invested in my candidacy. After careful consideration, I've decided to take another role that fits better with my professional goals.

I wish the company continued success, and I hope to stay in touch in the future.

Sincerely,  
Your Name