Offer decline acknowledgement email

Reply within one business day of the decline, ideally the same day. If the candidate declined by phone, send the email afterward to close the loop in writing.

STANDARD GRACIOUS REPLY

Subject: Re: [Job Title] offer

Hi [First Name],

Thanks for letting me know, and for telling us directly rather than leaving it open. I understand, and I appreciate the time you put into the process.

[Manager Name] and the team really enjoyed meeting you. If things change, or another role here catches your eye later, please get in touch. I'd be glad to hear from you.

Wishing you every success in what comes next.

Best,

[Your Name]
[Title], [Company]

DOOR OPEN FOR A STRONG CANDIDATE

Subject: Thank you, and let's stay in touch

Hi [First Name],

I'm sorry we won't be working together this time, but I completely understand the decision. [New Employer / This opportunity] sounds like a great fit for where you want to go.

You were one of the strongest candidates we've seen for [Job Title], and I mean that. With your permission, I'd like to keep your details on file and reach out if something similar opens up. I'll also check in sometime in the next six months or so, just to see how things are going.

If it ever makes sense to talk again, my door is open.

All the best,

[Your Name]
[Title], [Company]
[LinkedIn Profile]

SHORT REPLY (HOURLY / HIGH-VOLUME)

Subject: Thanks for letting us know

Hi [First Name],

Thanks for letting us know you won't be joining the [Job Title] team at [Location]. We've released your spot in the [Class Start Date] class.

If your plans change, you're welcome to apply again anytime at [Careers Page Link]. We hire for this role regularly.

Good luck,

[Your Name]
[Company] Recruiting Team

ASKING FOR FEEDBACK

Subject: Thanks, and one quick question

Hi [First Name],

Thanks for your decision on the [Job Title] offer. I respect it, and I'm grateful for your time throughout the process.

If you're willing, I'd value one or two sentences on what led you to decide. Was it pay, the role itself, timing, something in the process, or another offer that fit better? Your answer goes only to our recruiting team and helps us improve. Totally fine to skip this.

Thanks again, and best of luck.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Re: [Job Title] offer
- Thank you for letting us know
- Thanks, and let's stay in touch
- Understood, and best of luck
- Thanks for your time with [Company]
- One quick question, if you have a minute
- We've received your decision

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Thanks for letting us know about the [Job Title] offer. We understand and we've released your spot. If your plans change, you're welcome to reach out anytime. Good luck. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Manager Name], [New Employer], [Location], [Class Start Date], [Careers Page Link], [LinkedIn Profile], [Your Name], [Title]