



## Template 1: General Polite Decline



Subject: Interview Invitation - [Your Name]

Dear [Hiring Manager's Name],

Thank you for considering me for the [Position Title] role at [Company Name]. After careful consideration, I have decided to withdraw from the interview process at this time.

I appreciate the opportunity and wish you success in finding the ideal candidate for your team.

Best regards, [Your Name]





## Template 2: Declining After Accepting Another Offer

Subject: Interview Invitation - [Your Name]

Dear [Hiring Manager's Name],

Thank you for inviting me to interview for the [Position Title] position. I have recently accepted another opportunity that aligns with my current career objectives.

I genuinely appreciate your time and consideration, and I wish [Company Name] continued success.

Sincerely, [Your Name]





## Template 3: Declining but Open to Future Roles



Subject: Interview Invitation - [Your Name]

Dear [Hiring Manager's Name],

Thank you for the interview invitation for the [Position Title] role. Unfortunately, I cannot proceed with the interview process due to current commitments.

I have great respect for [Company Name] and would welcome the opportunity to be considered for future positions that align with my availability.

Best regards, [Your Name]





## Template 4: Declining Due to Location Constraints



Subject: Interview Invitation - [Your Name]

Dear [Hiring Manager's Name],

Thank you for considering me for the [Position Title] position. After reviewing the role requirements, I realize the location would not be feasible for me at this time.

I appreciate your consideration and would be interested in any remote opportunities that may arise in the future.

Kind regards, [Your Name]







## Template 5: Declining Due to Personal Commitments

Subject: Interview Invitation - [Your Name]

Dear [Hiring Manager's Name],

Thank you for the interview opportunity for the [Position Title] role at [Company Name]. Due to unforeseen personal commitments, I need to withdraw from consideration.

I appreciate your understanding and wish you the best in your search for the right candidate.

Respectfully, [Your Name]

