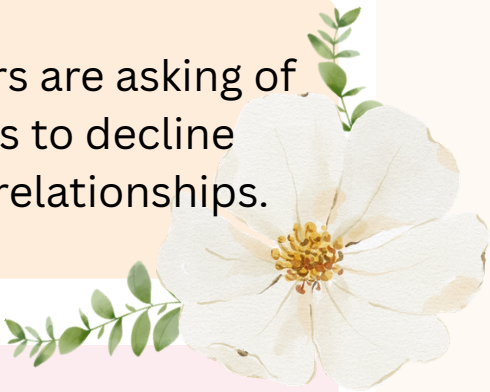


Kind Ways to Say “No” Examples

At times, we do not want to do what others are asking of us. Here are some gentle but clear ways to decline requests while maintaining respect and relationships.



Direct & Clear

“I won't be able to help you move this weekend. I hope you find someone who can assist you.”

Offering Alternatives

“I can't take on the full project, but I could help with the planning meeting next Tuesday.”

Appreciative Decline

“I am flattered that you thought of me for this role. It's not the right fit for me, right now.”

Timing-Based

“I can't take on additional projects this month. My plate is full with current responsibilities.”

Values-Based

“That doesn't align with my personal values, so I'll pass. I hope you understand.”

Simple & Honest

“Thank you for thinking of me, but I need to say no to this opportunity.”