



Kind ways to say no

Nine short replies in three tones. They never say more than they need to: no long explanations, no apologies, just a clear and kind no.

Outside your working hours

WARM

"Thanks for the invite. This time falls outside my working hours. Could we find another time, please?"

FRIENDLY

"Thanks for thinking of me! This one falls outside my working hours. Happy to find another time that works."

DIRECT

"This time falls outside my working hours. Please suggest another time."

The time just doesn't work

WARM

"Thanks for the invite. This time doesn't work for me. Could we find another time, please?"

FRIENDLY

"Thanks for thinking of me! This one doesn't work for me. Happy to find another time that works."

DIRECT

"This time doesn't work for me. Please suggest another time."

You're away that day

WARM

"Thanks for the invite. I'm not available that day. Could we find another time, please?"

FRIENDLY

"Thanks for thinking of me! I'm not available that day. Happy to find another time that works."

DIRECT

"I'm not available that day. Please suggest another time."

In your own words

MINE

MINE

MINE
