

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for offering me the position of [Job Title] at [Company's Name]. I appreciate the time and effort you and your team invested in the interview process and for considering me for this role.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your organization in high regard and was genuinely impressed by the team and the company's vision.

Thank you once again for the opportunity. I hope to stay in touch and wish you and your team continued success.

Sincerely,
[Your Name]