

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

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

Dear [Employer's Name],

I hope this message finds you well. I appreciate the offer to join [Company's Name] as a [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision, as I hold [Company's Name] in high regard and was impressed with [specific aspect of the company or interview process]. However, I have concluded that this opportunity is not the right fit for my current career goals.

Thank you once again for the opportunity and for your support throughout the hiring process. I wish you and your team all the best in finding the right candidate.

Sincerely,
[Your Name]