

[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],

I hope this message finds you well.

I would like to express my sincere gratitude for the job offer for the position of [Job Title] at [Company's Name]. After careful consideration, I have decided to decline the offer.

This was not an easy decision as I truly appreciate the time and effort you and your team invested in the interview process. I have great respect for [Company's Name] and the work that you do.

Thank you once again for the opportunity. I wish you and your team continued success and hope to cross paths in the future.

Warm regards,

[Your Name]