

[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],

Thank you very much for offering me the [Job Title] position at [Company's Name]. After careful consideration, I have decided to decline the offer.

I truly appreciate the time and effort you and your team invested in the interview process, and I was impressed by the work being done at [Company's Name].

I wish you all the best in your search for the right candidate and continued success in your endeavors.

Sincerely,  
[Your Name]