

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

Dear [Recipient Name],

I hope this message finds you well. I would like to express my sincere gratitude for the offer to join [Company Name] as a [Job Title]. I am truly honored to have been considered for this opportunity.

After careful consideration, I have decided to decline the offer. This decision was not easy, as I hold [Company Name] in high regard and appreciate the time and effort invested in the interview process.

I wish [Company Name] continued success and hope to stay in touch in the future. Thank you once again for your understanding.

Sincerely,
[Your Name]