

[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 want to express my heartfelt thanks for the opportunity to join [Company Name] as a [Job Title]. It was a pleasure to meet with the team and learn more about the exciting projects at your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your team and the work you do in high regard. However, I believe that this is the best choice for my career path at this time.

I truly appreciate the time and effort invested in the interview process and the generous offer extended to me. I hope to keep in touch, as I have great respect for [Company Name] and may be interested in opportunities in the future.

Thank you once again for your understanding. Wishing you and your team continued success!

Warm regards,  
[Your Name]