

[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 would like to extend my heartfelt gratitude for offering me the [Job Title] position at [Company's Name]. After careful consideration, I have decided to decline the offer.

This was not an easy decision for me, as I hold your team and the vision of [Company's Name] in high regard. I genuinely appreciated our conversations and the opportunity to learn more about the exciting work being done at your organization.

I sincerely hope to keep the lines of communication open for potential opportunities in the future, as I admire the mission of [Company's Name]. Thank you once again for the offer and your understanding.

Wishing you and your team continued success.

Warm regards,

[Your Name]