

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I want to express my sincere gratitude for the offer to join [Company Name] as a [Job Title]. It was a pleasure to meet with you and the team, and I appreciate the time and effort you invested in the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your organization in high regard and was very impressed by the team and the opportunities available.

Thank you once again for the opportunity and for your understanding. I wish [Company Name] continued success and hope our paths may cross again in the future.

Best regards,

[Your Name]