

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

Dear [Recipient Name],

I hope this message finds you well. I would like to sincerely thank you for the opportunity to [describe the offer, e.g., join your team as a [position title]]. I truly appreciate the time and effort you invested in the interview process and your consideration of my application.

After careful consideration, I have decided to decline the offer at this time. This was not an easy decision, as I hold [Company/Organization Name] in high regard and was impressed by [mention any positive aspects of the company or interview].

I wish you and your team all the best as you continue to [mention any positive sentiment about the company or future endeavors]. Thank you once again for the opportunity. I hope we can connect again in the future.

Warm regards,

[Your Name]