

[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 would like to express my heartfelt gratitude for the job offer to join [Company Name] as a [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision, as I have a great deal of respect for your team and the work being done at [Company Name]. I truly appreciate the time and effort you invested in the interview process and the opportunity to learn more about your organization.

I wish you and the team continued success and hope to cross paths again in the future.

Thank you once again for your understanding.

Best regards,

[Your Name]