

[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 sincerely thank you for the opportunity to join [Company's Name] as a [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision, as I have great respect for your team and the work you are doing. However, after reflecting on my career goals and personal circumstances, I believe this is the best choice for me at this time.

I truly appreciate the time and effort you invested in the interview process and for offering me the position. I have a lot of admiration for [Company's Name] and hope to cross paths in the future.

Thank you once again for your understanding. I wish you and your team continued success.

Warmest regards,

[Your Name]