

[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 express my sincere gratitude for the offer 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 hold [Company's Name] in high regard and appreciate the opportunity to learn more about your team and its goals. I truly value the time and effort invested by everyone involved in the interview process.

Thank you once again for the offer and your understanding. I wish [Company's Name] continued success in the future.

Best regards,

[Your Name]