

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to interview for the [Job Title] position at [Company's Name]. After careful consideration, I have decided to decline the offer to proceed with the interview process.

This decision was not an easy one, as I hold [Company's Name] in high regard and appreciate the time and effort invested in my application and interview preparation. However, after reflecting on my career goals and personal circumstances, I feel that it would be best for me to pursue other opportunities at this time.

I genuinely appreciate the chance to learn more about your team and the exciting work being done at [Company's Name]. Thank you once again for your understanding and support. I hope we may cross paths in the future. Wishing you and your team continued success.

Sincerely,
[Your Name]