

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

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my sincere gratitude for the opportunity to apply for the [specific job title] position at [Company/Organization Name].

After careful consideration, I regret to inform you that I am unable to accept the job offer at this time. This was not an easy decision, as I have great respect for your team and the work that you do.

I truly appreciate the time and effort you invested in my application and interview process. I wish you and your team continued success, and I hope our paths may cross again in the future.

Thank you once again for the opportunity.

Best regards,

[Your Name]