

[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],

Thank you for the opportunity to interview for the [Job Title] position at [Company's Name]. I appreciate the time and consideration extended to me throughout the application process.

After careful consideration, I regret to inform you that I have decided to decline the job offer. This decision was not easy, and I am grateful for the interest you have shown in my candidacy.

I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]