

[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 take this opportunity to sincerely thank you for offering me the position of [Job Title] at [Company's Name]. After careful consideration, I regret to inform you that I must decline the job offer.

This decision was not an easy one, as I hold [Company's Name] in high regard and was impressed with the team and the exciting projects you are undertaking. However, after evaluating my current career goals and personal circumstances, I believe that it is in my best interest to pursue a different path at this time.

I truly appreciate the opportunity to learn more about your innovative work and the time you and your team took to interview me. It was a pleasure to meet everyone and gain insight into the company culture. Thank you once again for the offer. I hope to stay in touch and wish [Company's Name] continued success in the future.

Warm regards,  
[Your Name]