

[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 offering me the [Job Title] position at [Company's Name]. After careful consideration, I have decided to decline the offer.

This was not an easy decision as I was genuinely impressed by the team and the projects at [Company's Name]. However, I believe that [brief reason for rejection, e.g., another opportunity aligns better with my career goals, personal reasons, etc.].

I appreciate the time and effort you and your team took to interview me and extend this offer. I hope we can stay in touch and perhaps cross paths in the future.

Thank you once again for the opportunity. I wish [Company's Name] continued success.

Warm regards,

[Your Name]