

[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 want to express my gratitude for the offer to join [Company's Name] as [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision for me, as I hold your team and the work you do in high regard. I greatly appreciate the time and effort you invested in getting to know me throughout the interview process and the opportunity to learn more about the innovative projects at [Company's Name].

I have made the decision to pursue a different direction that aligns more closely with my personal and professional goals. I sincerely hope to cross paths again in the future and wish you and the team continued success.

Thank you once again for the opportunity.

Warm regards,

[Your Name]