

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for considering me for the [Job Title] position at [Company's Name]. I appreciate the time and effort you and your team devoted to the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your organization in high regard and was impressed by the work you do.

I wish you and your team continued success and hope to cross paths in the future. Thank you once again for the opportunity.

Sincerely,
[Your Name]