

[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 very much for offering me the [Job Title] position at [Company's Name]. I appreciate the time and effort you and your team invested in the interview process and in considering my application. After careful consideration, I have decided to decline the offer. This was not an easy decision, as I have great respect for your team and the work being done at [Company's Name]. However, I believe that my career goals are better aligned with another opportunity at this time. I hope we can stay in touch and perhaps explore possibilities to collaborate in the future. Thank you once again for your kindness and understanding. I wish you and the team at [Company's Name] all the best.

Sincerely,
[Your Name]