

[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 my application for 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 evaluating my qualifications. After careful consideration, I have decided to pursue another opportunity that aligns more closely with my career goals at this time. This was not an easy decision, as I hold [Company's Name] in high regard and was genuinely impressed by the team and the work you do. I wish you and the entire team at [Company's Name] continued success, and I hope our paths may cross again in the future. Thank you once again for the opportunity.

Warm regards,
[Your Name]