

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

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

Dear [Employer's Name],

Thank you for offering me the [Job Title] position at [Company's Name]. I appreciate the opportunity and the time you took to interview me.

After careful consideration, I have decided to decline the offer. This decision was not easy, but I believe it is in my best interest at this time.

I wish you and your team at [Company's Name] all the best in your future endeavors. Thank you again for the opportunity.

Sincerely,
[Your Name]