

[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],

I hope this message finds you well. I would like to sincerely thank you for the opportunity to interview for the [Job Title] position at [Company's Name]. It was a pleasure to learn more about the team's goals and the exciting projects you're working on.

After careful consideration, I have decided to decline the offer for the position. This decision was not easy, as I hold [Company's Name] in high regard and was truly impressed by the work being done.

I appreciate your time and the insights you shared during the interview process. I wish you and the team continued success and hope our paths may cross again in the future.

Thank you once again for the opportunity.

Warm regards,

[Your Name]