

# Letter of Declining Employment Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the position of [Job Title] at [Company's Name]. I truly appreciate the time and effort you and your team dedicated to the interview process and the opportunity you have provided me.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I was impressed with the company's vision and culture. However, I believe that [brief reason for declining, e.g., I have accepted another offer that aligns better with my career goals].

I hope to stay in touch and wish [Company's Name] continued success in the future.

Thank you once again for the offer.

Sincerely,

[Your Name]