

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Referral's Name]

[Referral's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Referral's Name],

Thank you so much for considering me for the [Job Title] position at [Company Name]. I truly appreciate your support and the time you took to refer me.

After careful consideration, I have decided to decline the opportunity at this time. While the role and the company are impressive, I believe it is not the right fit for my career goals at the moment.

I hope to stay in touch and appreciate your understanding. Thank you once again for your kind referral.

Sincerely,

[Your Name]