

Dear [Referrer's Name],

Thank you so much for referring me to the [Job Title] position at [Company Name]. I truly appreciate your support and belief in my abilities.

After careful consideration, I have decided to decline the opportunity at this time. [Optional: Brief reason for the decline, e.g., "I have accepted another offer" or "I believe this role isn't the right fit for my career goals."]

I am grateful for your assistance and hope to stay in touch. Thank you once again for thinking of me.

Best regards,

[Your Name]

[Your Contact Information]