

[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 for offering me the position of [Job Title] at [Company's Name]. After careful consideration, I regret to inform you that I have decided to decline the job offer.

This was not an easy decision as I appreciate the time and effort you put into the interview process and have great respect for your team. However, after evaluating my career goals and personal aspirations, I believe this is the best choice for me at this time.

Thank you once again for the opportunity. I hope to stay in touch and wish you and your team all the best in your future endeavors.

Sincerely,

[Your Name]