

Job Offer Decline Letter

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

Thank you very much for extending the job offer for the [Job Title] position at [Company's Name]. I truly appreciate the time and effort you and your team invested in the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision; however, I believe that prioritizing work-life balance is essential for my personal well-being and professional productivity. I have assessed the expectations of the role and concluded that I would not be able to maintain the balance I seek.

I sincerely appreciate the opportunity and hope to cross paths in the future under different circumstances. Thank you once again for your understanding.

Best regards,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]