

[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 appreciate the time and effort you and your team have invested in the interview process, and I am grateful for the opportunity to consider this role.

After careful consideration, I have decided to decline the offer. This was a difficult decision, as I hold [Company's Name] in high regard, but I believe it's the right choice for my career path at this time.

I wish you and the team all the best in your future endeavors, and I hope we can stay in touch.

Thank you once again for the opportunity.

Sincerely,

[Your Name]