

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for offering me the position of [Position Title] at [Company's Name]. I truly appreciate the time and effort you and your team have invested in the interview process and in providing me with the details of the role.

After careful consideration, I regret to inform you that I must decline the offer. This decision was not made lightly, as I hold your organization in high regard and was genuinely impressed by the team and the work you do.

I wish [Company's Name] continued success and hope to stay in touch for future opportunities.

Thank you once again for the offer and your understanding.

Sincerely,

[Your Name]