

[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 [Job Title] position at [Company's Name]. I appreciate the time and effort you and your team invested in the interview process and the opportunity to learn more about your company.

After careful consideration, I have decided to decline the offer. This was a difficult decision for me, as I was genuinely impressed by the team and the work being done at [Company's Name]. However, I have decided to pursue a different career path that aligns more closely with my long-term goals for career advancement.

I hope to stay in touch, and I wish [Company's Name] continued success. Thank you once again for the opportunity, and I hope our paths cross again in the future.

Sincerely,

[Your Name]