

[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.

After careful consideration, I regret to inform you that I must decline the offer due to concerns regarding the salary offered. While I was very excited about the opportunity to join your team, I was hoping for a compensation package that aligns more closely with my skills and experience.

I hold [Company's Name] in high regard and would welcome the opportunity to connect in the future, should circumstances change. Thank you once again for the offer and your understanding.

Wishing you and the team all the best.

Sincerely,

[Your Name]