

[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 invested in the interview process and the opportunity to discuss my potential role within your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company's Name] in high regard and was impressed by the team and the work being done. However, I have concluded that this opportunity is not the best fit for my career goals at this time.

I genuinely appreciate your understanding, and I hope to keep in touch. I wish you and your team continued success.

Thank you once again for the offer.

Best regards,

[Your Name]