

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the opportunity to interview for the [Job Title] position with [Company Name]. It was a privilege to meet with you and learn more about the exciting work your team is doing.

After careful consideration, I have decided to decline the offer for this position. This was a difficult decision for me, as I hold a high regard for your team and the vision of [Company Name]. However, after reflecting on my career goals and personal circumstances, I believe it is best for me to pursue different opportunities at this time.

I truly appreciate the time and effort you and your team invested in the selection process. I hope to keep the door open for potential future collaboration, and I wish [Company Name] continued success.

Thank you once again for the opportunity and your understanding.

Warm regards,

[Your Name]