

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],

I hope this message finds you well. I would like to sincerely thank you for offering me the [Job Title] position at [Company's Name]. After careful consideration, I have made the difficult decision to decline the offer.

This decision was not made lightly, as I have a deep respect for your organization and the team. I truly appreciate the time and effort you took to interview me and provide insight into the impactful work being done at [Company's Name].

While the position and your company are compelling, I have concluded that this opportunity does not align with my career goals at this time. I hope to keep in touch and perhaps explore possible collaborations in the future.

Thank you once again for the offer, and I wish you and [Company's Name] all the best in your future endeavors.

Warm regards,

[Your Name]