

[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 for offering me the probationary position of [Job Title] at [Company's Name]. I appreciate the opportunity and the time you and your team have invested in the interview process.

After careful consideration, I have decided to decline the offer. This decision was not easy, but I believe it is in my best interest at this time. I appreciate your understanding and hope to keep the door open for potential future opportunities.

Thank you once again for your offer. I wish [Company's Name] continued success.

Sincerely,

[Your Name]