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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

**Subject:** **Declining an Offer After Accepting It**

Dear [Interviewer],

Thanks so much for offering me the position of [Job Title] at [Company]. It was a pleasure meeting you.

Unfortunately, after a great deal of thought, I have decided to turn down this gracious job opportunity. I am truly sorry for any inconvenience this decision may cause and hope it will not affect any future relationships with your company.

I wish you continued success and hope to hear from you in the future.

Kind Regards,

[Signature]

[Name]