

Margins should be set at one inch.

Return Address
City, State Zip
Date of letter

4 line spaces between date and employer's name.

Mr./Ms. John/Jane Employer
Title of Person
Name of Organization
Address
City, State Zip

Dear Mr./Ms. Employer:

FIRST PARAGRAPH: Thank the employer for the offer of employment. Include the position in which you were offered. Gracefully and professionally inform the employer that you have decided to decline their offer.

SECOND PARAGRAPH: Provide an explanation as to why you are declining. It could be that you received an offer from another company that is more in line with what you want. Maybe you received an offer with another company that had a better benefits package.

1 line space between paragraphs

THIRD PARAGRAPH: Close your letter. Express your appreciation for the offer and thank them for the opportunity.

Sincerely,

3 line spaces after closing.
Remember to sign your name in the space, preferably with black ink.

Your Name