Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you so much for offering me the job as an administrative assistant. It was a pleasure meeting you and your staff at my last interview. I am sorry to let you know that I will not be accepting the position at XYZ Company at this time.

While the opportunity at XYZ is very exciting, I must make a different choice at this time. I look forward to keeping in touch with you and hope that we will associate in the future.

Once again, thank you so much for this opportunity.

Sincerely,

Your Signature

Your Typed Name