

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the offer to join [Company Name] as a [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision for me, as I have great respect for your team and the exciting work that [Company Name] is doing. However, after reflecting on my career goals and personal aspirations, I believe this is the best choice at this time.

I genuinely appreciate the opportunity to meet with you and the team, and I am truly impressed by the passion and dedication demonstrated by everyone at [Company Name]. I hope to stay in touch and perhaps cross paths in the future.

Thank you once again for the offer and for your understanding. I wish you and the team continued success.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]