

Dear [Hiring Manager's Name],

Thank you so much for offering me the [Job Title] position at [Company Name]. I truly appreciate the time and effort you and your team invested in the interview process and in getting to know me.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I was very impressed with [Company Name] and the wonderful team you have. However, I believe that at this time, it is in my best interest to pursue other opportunities.

I wish [Company Name] continued success and hope to cross paths in the future. Thank you once again for the opportunity and your understanding.

Sincerely,

[Your Name]

[Your Contact Information]