

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company's Name]. I truly appreciate the time you and your team took to interview me and share insights about the company and the role.

After careful consideration, I have decided to decline the offer. This was a difficult decision for me, as I hold [Company's Name] in high regard. However, I believe this is the best choice for my career path at this time.

I want to express my sincere gratitude for the opportunity. I enjoyed our discussions and learning about the innovative work being done at [Company's Name]. I hope to keep 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.

Sincerely,

[Your Name]