

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I greatly appreciate the time and effort you and your team invested in the interview process and the confidence you placed in me.

After careful consideration, I have decided to decline the offer due to personal reasons. This was not an easy decision for me, as I was genuinely excited about the opportunity to work with such a talented team.

I hope to stay in touch and wish you and the company continued success. Thank you once again for the opportunity.

Warm regards,

[Your Name]

[Your Contact Information]