

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] with [Company Name]. I genuinely appreciate the time and effort you and your team invested in the interview process and your consideration of my application.

After careful discretion, I have decided to accept another opportunity that I believe aligns more closely with my career goals and aspirations. It was a tough decision given the positive impression I have of your organization and the exceptional team.

I hope to keep in touch and sincerely hope our paths might cross again in the future. Thank you once again for the opportunity.

Warm regards,

[Your Name]