

[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 and effort your team took to interview me and share insights about the innovative work being done at your organization.

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 and was genuinely impressed by the team's passion and vision.

I would like to express my gratitude for the opportunity and hope to stay connected. I wish you and your team continued success and hope our paths may cross again in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]