

[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 appreciate the time and effort you and your team invested in the interview process and for extending this opportunity to me.

After careful consideration, I regret to inform you that I must decline the offer. This was a difficult decision for me, as I hold [Company's Name] in high regard and was genuinely excited about the prospect of joining your team. However, I believe it is in my best interests to pursue a position that aligns more closely with my current career goals.

I would like to express my gratitude once again for your kind offer and the invaluable experience of meeting with the team. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]