

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time and effort you and your team invested throughout the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and was genuinely excited about the opportunity.

I've decided to pursue a different direction that aligns more closely with my career goals. I hope to stay in touch and perhaps cross paths in the future.

Thank you once again for the opportunity. I wish you and your team all the best.

Sincerely,

[Your Name]

[Your Contact Information]