

# Job Offer Decline Letter

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to extend my sincere gratitude for the offer to join [Company Name] as a [Job Title]. After careful consideration, I have decided to decline the offer.

This decision was not easy, as I hold your organization in high regard and appreciate the time and effort you and your team invested in the interview process. However, after thoughtful reflection, I believe that it is in my best interest to pursue another opportunity that aligns more closely with my career goals.

Thank you once again for the opportunity and for your understanding. I wish [Company Name] continued success and hope our paths may cross again in the future.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]