

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],

I hope this message finds you well. I want to extend my sincere gratitude for offering me the [Job Title] position at [Company Name]. After careful consideration, I have decided to decline the offer.

This was not an easy decision for me, as I hold [Company Name] in high regard and was impressed by the team's vision. However, after evaluating my career goals and personal aspirations, I believe it is best for me to pursue a different direction at this time.

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]