

Dear [Hiring Manager's Name],

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

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 admire the work that your team is doing.

Thank you once again for the opportunity. I hope to stay in touch and would welcome the chance to cross paths in the future.

Best wishes,

[Your Name]

[Your Phone Number]

[Your Email Address]