

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 the team have invested throughout the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision to make, as I hold [Company Name] in high regard and was genuinely impressed by your team and the company's vision.

Thank you once again for the opportunity, and I hope to cross paths in the future. I wish you and the company continued success.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]