

Dear [Hiring Manager's Name],

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

After careful consideration, I have decided to decline the offer due to personal reasons. This was not an easy decision for me, as I was very impressed with the company and the team.

I hope to keep in touch and would welcome the opportunity to connect in the future. Thank you once again for your understanding and support.

Best regards,

[Your Name]

[Your Contact Information]