

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I sincerely appreciate the time and effort your team invested in the interview process and am grateful for the opportunity to learn more about your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I have a lot of respect for [Company Name] and the work that you do. However, I believe it is in my best interest to pursue another opportunity that aligns more closely with my career goals at this time.

I hope to stay in touch and perhaps cross paths in the future. Thank you once again for this opportunity, and I wish [Company Name] continued success.

Warm regards,

[Your Name]

[Your Contact Information]