

[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],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort you and your team dedicated to the interview process and for considering my application.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and I am impressed with the team and the work being done.

I hope to remain in touch and wish you and the team continued success.

Thank you once again for the opportunity.

Sincerely,

[Your Name]