

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company's Name]. After careful consideration, I regret to inform you that I must decline the offer.

This decision was not easy to make, as I have great respect for your team and the amazing work being done at [Company's Name]. However, after evaluating my career goals and personal circumstances, I believe that this is the best decision for my future.

I truly appreciate the opportunity and your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Thank you once again for the offer.

Sincerely,
[Your Name]