

Job Offer Rejection

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I appreciate the time and effort you and your team took to interview me and share information about the role and the company.

After careful consideration, I have decided to decline the offer. This decision was not easy, but I believe it is the best choice for my career at this time.

I am grateful for the opportunity to learn about [Company Name] and I hope to keep in touch for potential future opportunities. Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]