

Job Offer Decline Letter

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as a [Job Title]. It was a pleasure to meet the team and learn more about the innovative work being done at your company.

After careful consideration, I regret to inform you that I must decline the offer at this time. This decision was not made lightly, as I hold [Company Name] in high regard and appreciate the opportunity presented to me.

Thank you once again for your support throughout the interview process. I wish [Company Name] continued success and hope to cross paths in the future.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]