

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to extend my gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. It was a pleasure to meet you and learn more about the innovative work your team is doing.

After careful consideration, I have decided to decline the job offer. This was a difficult decision, as I hold your organization in high regard and was genuinely excited about the possibility of contributing to your team.

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

Warm regards,

[Your Name]

[Your Contact Information]