

[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 the offer to join [Company's Name] as a [Position Title]. After careful consideration, I regret to inform you that I have decided to decline the offer.

This was a difficult decision for me, as I hold [Company's Name] in high regard and was impressed by the team and the organization's vision. However, after evaluating my career goals and personal circumstances, I believe it is best for me to pursue other opportunities at this time.

I truly appreciate the time and effort you and your team invested in the interview process, and I hope to stay in touch for potential future opportunities.

Thank you once again for the offer and for your understanding. I wish [Company's Name] continued success.

Sincerely,

[Your Name]