

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I truly appreciate the time and effort you and your team dedicated to the interview process.

After careful consideration, I regret to inform you that I must decline the job offer due to personal reasons. This was not an easy decision, as I hold [Company Name] in high regard and was looking forward to the opportunity to contribute to your team.

I wish you and the company continued success, and I hope our paths may cross again in the future.

Thank you once again for the offer and for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]