

Dear [Hiring Manager's Name],

Thank you so much for offering me the [Job Title] position at [Company Name]. I truly appreciate the opportunity and the time you and your team invested in the interview process.

After careful consideration, I regret to inform you that I must decline the offer due to family commitments that require my attention at this time. This was a difficult decision, as I was genuinely excited about the possibility of joining your team and contributing to [Company Name].

I hope to stay in touch, and I wish you and the team all the best in your future endeavors.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Contact Information]