

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort you and your team invested in the interview process and your belief in my capabilities.

After careful consideration, I have decided to decline the offer. While I am honored to have been considered for this position, I have chosen to remain in my current role, where I feel I am continuing to grow and contribute meaningfully.

I truly appreciate the opportunity and hope to stay in touch. I wish [Company Name] continued success in all your endeavors.

Thank you once again for your understanding.

Sincerely,

[Your Name]