

Job Offer Decline Letter

[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 genuinely appreciate the time and effort you and your team took to interview me and to share the details about the exciting work being done at your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and was impressed with the vision and values of the team. Ultimately, I concluded that this opportunity does not align with my career goals at this time.

I hope to stay in touch, and I wish you and the team continued success in the future. Thank you once again for your understanding.

Warm regards,

[Your Name]