

[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 the offer to join [Company Name] as a [Job Title]. I sincerely appreciate the time and effort you and your team invested in the interview process and the opportunity to learn more about the exciting work at [Company Name].

After careful consideration, I regret to inform you that I must decline the offer. This was a difficult decision for me, as I hold [Company Name] in high regard and was impressed by the team and the company's vision. However, I have decided to pursue another opportunity that aligns more closely with my career goals at this time.

I wish you and the team at [Company Name] all the best in your future endeavors, and I hope to cross paths again someday.

Thank you once again for the opportunity.

Sincerely,

[Your Name]