

Dear [Recipient's Name],

Thank you for considering me for the [Position Title] position. I sincerely appreciate the time and effort you and the team have invested in the selection process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I have great respect for the organization and the opportunities it presents. However, I believe that staying in my current role aligns better with my personal and professional goals at this time.

Thank you once again for your understanding. I hope to stay in touch and wish the best for the team moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]