

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 put into the interview process, and I am honored to have been considered for this special assignment.

After careful consideration, I have decided to decline the job offer. This decision was not easy, but I believe it is in my best interest at this time.

I want to express my gratitude for the opportunity and for the insights I gained during our discussions. I hold [Company Name] in high regard and hope to stay in touch in the future.

Thank you again for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]