

Job Offer Decline Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] with [Company/Organization Name]. I truly appreciate the time and effort you and your team invested in the interview process.

After careful consideration, I have decided to decline the offer. While I hold [Company/Organization Name] in high regard, I believe that this is not the right opportunity for me at this time.

Thank you once again for the offer and for your understanding. I wish you and the team all the best in your future endeavors.

Sincerely,

[Your Name]