

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time and effort you and your team invested throughout the interview process.

After careful consideration, I regret to inform you that I must decline the offer. While I am impressed with the opportunity and your organization, the location is not conducive to my current circumstances.

I hope to keep in touch, and I wish [Company Name] continued success in the future.

Thank you once again for the offer.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]