

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for the offer to join [Company Name] as a [Job Title]. It was a pleasure to meet with you and learn about the exciting work being done at your organization.

After careful consideration, I regret to inform you that I must decline the offer due to family commitments that require my immediate attention. This decision was not easy, and I truly appreciate the opportunity given to me.

I hope to keep the door open for possible collaborations in the future and wish you and the team continued success.

Thank you once again for your understanding.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]