

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you for extending the offer for the [Job Title] position at [Company Name]. I appreciate the time and effort you and your team invested in the interview process and in considering my application.

After careful consideration, I have decided to decline the offer. While I was genuinely impressed with the company and the team, I have concluded that the company culture does not align with my personal values and work style.

I wish [Company Name] continued success and hope to cross paths in the future under different circumstances.

Thank you once again for the opportunity.

Sincerely,
Your Name