

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to extend my sincerest gratitude for the opportunity to join [Company's Name] as a [Job Title]. After careful consideration, I have decided to decline the job offer.

This was not an easy decision to make, as I hold your team and the company in high regard. However, I feel that this is the best choice for my career goals at this time.

Thank you once again for the opportunity and for your understanding. I hope we can keep the lines of communication open for future possibilities, and I wish you and your team continued success.

Warm regards,

[Your Name]