

Job Offer Decline Letter

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I appreciate the time and effort you and your team invested in the interview process and the opportunity to learn more about the exciting work at your organization.

After careful consideration, I have decided to decline the offer. This was a difficult decision for me as I hold [Company Name] in high regard, but I have chosen to pursue another opportunity that aligns more closely with my career goals.

Thank you once again for your offer and your understanding. I hope to keep in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]