

Dear [Hiring Manager's Name],

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

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and enjoyed learning about the innovative work you are doing.

Thank you once again for the opportunity. I hope we can stay in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]

[Your Contact Information]