

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 very much for offering me the position of [Job Title] at [Company Name]. I 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 for me, but I believe it is the best choice for my career path at this time.

I wish [Company Name] continued success and hope we may cross paths in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]