

Job Offer Refusal Letter

Date: [Insert Date]

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 that you and your team have invested in the interview process.

After careful consideration, I have decided to decline the offer. This decision was not easy, as I was very impressed with the team and the company culture. However, I believe that this is the best choice for me at this time.

I hope to stay in touch, and I wish [Company Name] continued success in the future.

Thank you once again for the opportunity.

Sincerely,

[Your Name]

[Your Contact Information]