

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

Thank you very much for the offer to join [Company Name] as a [Job Title]. I appreciate the time and effort you invested in the interview process and in presenting the offer to me.

After careful consideration, I have decided to decline the offer. This was not an easy decision, but I believe it is the best choice for my career at this time.

I am genuinely grateful for the opportunity and hope to stay in touch in the future. I wish [Company Name] continued success and growth.

Thank you once again for your understanding.

Sincerely,

[Your Name]