

[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],

I hope this message finds you well. I would like to extend my heartfelt thanks for offering me the [Job Title] position at [Company Name]. I sincerely appreciate the time and effort you and your team dedicated to 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 was genuinely impressed by the opportunity. However, I believe this choice is in the best interest of my career path at this time.

Thank you once again for your kindness and for the opportunity to learn more about your esteemed company. I hope to cross paths in the future and wish all the best for [Company Name].

Warm regards,

[Your Name]