

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company's Name]. I sincerely appreciate the time and effort you and your team invested in the interview process and for sharing insights about the exciting projects at your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision as I hold your company in high regard and was genuinely impressed by the team and the company's vision. However, I have chosen to pursue an opportunity that aligns more closely with my career goals and personal aspirations.

I hope to stay in touch, and I look forward to the possibility of collaborating in the future. Thank you once again for the opportunity and your understanding.

Warm regards,

Your Name