

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. It was a pleasure to learn more about your team and the innovative projects you are working on.

After careful consideration, I have decided to respectfully decline the job offer. This was not an easy decision, as I hold [Company Name] in high regard and am impressed by your commitment to [specific value or initiative]. However, after weighing my options, I believe my current path aligns better with my personal and professional goals at this time.

I truly appreciate the time and effort you and your team dedicated to the interview process, and I hope to keep the door open for potential opportunities in the future. Thank you once again for your understanding.

Best regards,

[Your Name]

[Your Contact Information]