

Letter of Gratitude and Declining Role

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 want to express my heartfelt gratitude for offering me the [Job Title] position at [Company Name]. I truly appreciate the time and effort you and your team invested throughout the interview process.

After careful consideration, I have decided to decline the offer. This was a challenging decision for me, as I hold [Company Name] in high regard and was genuinely impressed by the team and the opportunities available.

Thank you once again for the opportunity. I hope to stay connected, and I wish [Company Name] continued success in all its endeavors.

Warm regards,
[Your Name]