

[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 truly appreciate the time and effort you and your team invested in the interview process and the opportunity to learn more about your innovative work.

After careful consideration, I have decided to decline the offer. This was not an easy decision to make, as I hold your company in high regard and was impressed by your team's vision and dedication. However, after reflecting on my current career goals and aspirations, I believe it is in my best interest to pursue a different direction at this time.

Thank you once again for this generous offer. I wish [Company's Name] continued success and hope to cross paths in the future.

Sincerely,

[Your Name]