

[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],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort that you and your team invested in the interview process, and I was truly impressed by the company's vision and the dedication of its employees.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I have great respect for your organization and its goals. However, I believe it is in my best interest to pursue opportunities that align more closely with my current career aspirations.

I genuinely appreciate the offer and the opportunity to learn more about [Company Name]. I hope to stay in touch and perhaps cross paths in the future.

Thank you once again for your understanding.

Sincerely,

[Your Name]