

Thank You for the Offer

Dear [Recipient's Name],

I would like to express my sincere gratitude for the opportunity to join [Company Name] as [Position Title]. I truly appreciate the time and effort you and your team have dedicated to the interview process.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and was impressed by the innovative work and culture you have cultivated.

Thank you once again for the offer and for your understanding. I hope to cross paths in the future and wish [Company Name] continued success.

Warm regards,

[Your Name]

[Your Contact Information]