

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as [Position Title]. It was a pleasure to meet with the team and learn more about the exciting projects at your esteemed organization.

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 genuinely impressed by the innovative work being done. However, I have chosen to pursue another opportunity that aligns more closely with my personal and professional goals.

I appreciate the time and effort invested in the interview process and would like to thank you again for the opportunity. I hope to remain in touch and wish [Company Name] continued success in all its endeavors.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Other Contact Information]