

[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],

I hope this message finds you well. I want to extend my sincere gratitude for the offer to join [Company's Name] as a [Job Title]. I truly appreciate the time and effort the team invested in the interview process and the opportunity to learn more about the exciting work being done at your organization.

After careful consideration, I have decided to decline the job offer. This was not an easy decision to make, as I was genuinely impressed by the company culture and the innovative projects that [Company's Name] is involved in. However, I believe that my career goals are currently better aligned with another opportunity I am pursuing.

I want to thank you once again for your understanding and for the kindness shown to me throughout the hiring process. I hope to stay in touch and wish [Company's Name] continued success in the future.

Warm regards,

[Your Name]