

[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],

I hope this message finds you well. I want to sincerely thank you for offering me the [Job Title] position at [Company Name]. I appreciate the time and effort you and your team invested in the interview process and for the opportunity to learn more about your esteemed organization. After careful consideration, I have decided to decline the offer. This was not an easy decision, as I was genuinely impressed by your team and the exciting work being done at [Company Name]. However, I feel that it is in my best interest to pursue other opportunities that align more closely with my career goals at this time.

I am grateful for the opportunity and hope to keep in touch as I hold [Company Name] in high regard. Thank you once again for your understanding, and I wish you continued success in finding the right candidate for the position.

Warm regards,

[Your Name]