

[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 sincerely thank you for extending the offer for the [Job Title] position at [Company's Name]. After careful consideration, I have decided to decline the offer. This decision was not easy for me, as I hold [Company's Name] in high regard and was genuinely impressed with the team and the company's vision. Ultimately, I believe that pursuing other opportunities aligns better with my current goals and aspirations.

I truly appreciate the time and effort you and your team invested in the interview process. I hold you and your team in high esteem and wish [Company's Name] continued success in all its endeavors.

Thank you once again for the opportunity. I hope our paths cross again in the future.

Warm regards,  
[Your Name]