

[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 extend my sincere gratitude for offering me the position of [Job Title] at [Company Name]. After careful consideration, I have made the difficult decision to decline the offer.

This decision was not easy, as I hold [Company Name] in high regard and was genuinely impressed by the team and the opportunities presented during the interview process. However, after reflecting on my career goals and personal circumstances, I believe it is in my best interest to pursue a different path at this time.

I am grateful for the time and effort you and your team invested in my application process. I truly appreciate the opportunity to learn more about the innovative work at [Company Name] and to meet such a talented group of individuals.

I hope to stay in touch and wish [Company Name] continued success in its endeavors. Thank you once again for your understanding.

Warm regards,

[Your Name]