

[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 heartfelt gratitude for the offer to join [Company's Name] as a [Job Title]. After careful consideration, I have decided to decline the offer at this time. This was not an easy decision, as I have great respect for your team and was genuinely excited about the opportunity. However, after evaluating my career goals and personal circumstances, I believe this is the best choice for me right now.

I appreciate the time and effort you and your team invested in the interview process and for considering me for the position. I hold [Company's Name] in high regard and hope to cross paths again in the future.

Thank you once more for the opportunity. I wish you and the entire team continued success.

Sincerely,
[Your Name]