

[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],

Thank you for offering me the position of [Job Title] at [Company's Name]. I truly appreciate the time and effort you and your team invested in the interview process and the opportunity to learn more about the exciting work at your organization.

After careful consideration, I have decided to decline the offer. This was a difficult decision, as I am impressed by your company and the team. However, I feel that [brief reason for rejection, e.g., "the position does not align with my career goals at this time" or "I have accepted another opportunity that is a better fit for my skills"].

I wish you and the team all the best in your future endeavors. Thank you once again for the opportunity and for your understanding.

Warm regards,

[Your Name]