

[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 would like to express my sincere gratitude for the offer to join [Company's Name] as [Job Title]. It was a pleasure to meet you and the team, and to learn more about the exciting work being done at your organization.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company's Name] in high regard and appreciate the opportunity presented to me.

Thank you once again for the offer and for the time and effort invested in the interview process. I hope to keep in touch, and I wish you and the entire team at [Company's Name] continued success.

Warmest regards,

[Your Name]