

[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 would like to express my sincere gratitude for the job offer for the [Job Title] position at [Company Name]. I appreciate the time and effort you and the team invested in the interview process and for considering me for this opportunity.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold [Company Name] in high regard and was impressed by your team and the company's vision. However, I believe that [brief reason for the rejection, if appropriate, e.g., "I have decided to pursue a different opportunity that aligns more closely with my career goals."]

Thank you once again for your understanding and support. I genuinely hope to keep in touch and wish [Company Name] continued success in the future.

Warm regards,

[Your Name]