

[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 appreciate the offer for the [Job Title] position at [Company Name].

After careful consideration, I have decided to decline the offer.

I am grateful for the opportunity to learn about your team and the company. I wish you all the best in your search for the right candidate.

Thank you once again for your understanding.

Sincerely,

[Your Name]