

[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 and enjoyed learning more about the
team and the company. I wish you all the best in finding the right
candidate for the role.
Thank you once again for your understanding.
Sincerely,
[Your Name]