

[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 a [Job Title]. After careful consideration, I have decided to decline the offer.

This was not an easy decision for me, as I was genuinely impressed with your team and the exciting vision for the future of [Company's Name]. I greatly appreciate the time and effort you and your team invested in the interview process. I truly enjoyed learning about the innovative work at [Company] and the potential to contribute to your goals.

Thank you once again for the opportunity. I hope to stay in touch, and I wish [Company's Name] continued success.

Warm regards,  
[Your Name]