

[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 opportunity to join [Company Name] as [Job Title]. After careful consideration, I have decided to decline the job offer. This was not an easy decision, as I was genuinely impressed by the team and the innovative work being done at [Company Name]. However, after assessing my career goals and personal priorities, I believe this is the best choice for my path forward.

I appreciate the time and effort you and your team dedicated to the interview process and for the offer extended to me. I wish [Company Name] continued success and hope to keep in touch for any future opportunities. Thank you once again for your understanding.

Best regards,

[Your Name]