

[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 want to sincerely thank you for offering me the [Job Title] position at [Company's Name]. I appreciate the time and effort you and your team invested in the interview process and for considering my application.

After careful consideration, I have decided to decline the job offer. This was not an easy decision for me, as I hold [Company's Name] in high regard and was genuinely excited about the opportunity. However, after weighing my current circumstances and career goals, I believe this is the best choice for me at this time.

I am grateful for the opportunity to learn more about [Company's Name] and to meet such a talented group of people. I hope to keep in touch and maybe cross paths in the future.

Thank you once again for the offer and for your understanding. I wish [Company's Name] continued success and hope you find the right candidate for the role.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]