[Your Name]

[City] · [phone] · [email]

[Date]

[Hiring manager’s name]
[Company]

Dear [Name],

Thank you for offering me the position of [Job title] at [Company], and for the time you and the team spent with me during the process.

After careful thought, I have decided not to accept the offer. [Optional, one sentence: I have accepted a role that is a closer fit for my current goals.]

I enjoyed learning about [something specific from the interviews], and I would be glad to stay in touch.

Thank you again, and I wish you and the team all the best.

Kind regards,

[Your Name]