

Professional declination of job offer

Subject: Thank You for Your Offer - [Your Name]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I am honored that you considered me for this role and appreciate the time and effort you invested in the interview process.

After careful consideration, I have decided to decline your generous offer. This was not an easy decision, as I was impressed by [Company Name]'s mission, values, and the talented team I had the opportunity to meet.

I have accepted another position that aligns more closely with my current career objectives and personal circumstances. I hope you understand that this decision reflects my specific situation rather than any shortcoming of your organization or the opportunity you presented.

I wish you and your team continued success, and I hope our paths may cross again in the future. Thank you again for your consideration and professionalism throughout this process.

Best regards,

[Your Full Name]

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