Friendly Informal Email

Subject: Job Offer Decline

Hi [Hiring Manager's Name],

Thank you for the offer for [Job Title] at [Company Name]. l've given it a lot of thought, and l've decided to decline at this time.

I really appreciate your time and consideration, and I hope we can stay in touch for potential opportunities in the future.

Best regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/business-job-offer-rejection-letter