

Job Decline Letter with Offer for Future Job Prospects

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I truly appreciate the time, effort, and consideration you extended to me throughout the interview process. It was a pleasure learning more about the team and the exciting work being done at [Company Name].

After careful consideration, I have decided to decline the offer at this time. This decision was not easy, as I hold your organization in high regard, but I believe it is the best fit for my career goals and current circumstances.

I am very grateful for the opportunity and would welcome the chance to stay in touch regarding potential future roles that may be even more closely aligned with my long-term aspirations. Please feel free to contact me if other opportunities arise—I would be happy to reconnect and explore ways I might contribute to [Company Name] in the future.

Thank you again for your understanding and for the opportunity. I wish you and your team continued success, and I look forward to the possibility of crossing paths again.

Sincerely,

[Your Name]

[Your Contact Information]