

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time you and your team spent speaking with me about the role.

After careful consideration, I am writing to formally decline the offer. While I am very impressed with the company and the opportunities the position provides, I have decided that I am unable to relocate to [Location] at this time due to personal reasons.

I am grateful for the offer and regret that I cannot accept it. Thank you again for your interest in my candidacy, and I wish [Company Name] continued success.

Sincerely,

[Your Signature]

[Your Printed Name]