

John Doe

[LinkedIn](#) · [Portfolio](#)

Dear Name Last Name,

Thank you so much for extending the offer for the Senior Product Designer role at Example Company. I truly appreciate the time you and the team took throughout the interview process.

After careful consideration, I've decided to decline the offer. This was not an easy decision, as I was very impressed with Example Company's mission, culture, and the team I met.

[Optional: brief reason - e.g., "I've accepted another opportunity that better aligns with my current career goals" or "The timing isn't quite right for me at this moment" or simply remove this paragraph]

I have a great deal of respect for Example Company and would love to stay in touch for potential future opportunities. I wish you and the team all the best.

Thank you again for your consideration and the opportunity to learn more about Example Company.

Best regards,

John Doe