

Heartfelt Decline Email

Subject: Appreciation for the Opportunity

Dear [Hiring Manager's Name],

I am grateful for the opportunity to join [Company Name] as [Job Title]. I truly enjoyed learning more about the team and the company culture.

After much thought, I have decided to pursue another direction at this time. This decision was difficult, as I hold your organization in high regard.

Thank you again for your understanding and generosity throughout the process.

Warm regards,

[Your Name]

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