

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Job Offer - [Job Title] - [Your Name]

Dear [Hiring Manager 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 interviewing me and sharing more about the company's goals.

After careful consideration, I am writing to respectfully decline this offer. As we discussed, I am currently seeking a fully remote position. While I am very interested in the role and the work your team is doing, I am unable to relocate to [City/Location] or commute to the office at this time due to my personal circumstances.

I am disappointed that we could not reach an arrangement regarding remote work, as I have a high regard for [Company Name]. I hope that you understand my situation.

Thank you again for the opportunity and for your professional courtesy throughout the recruitment process. I wish you and the company continued success.

Sincerely,

[Your Name]