

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

[Date]

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

Dear [Hiring Manager Name],

Thank you for offering me the [Job Title] contract position with [Company Name]. I enjoyed learning more about the project and your team.

After reviewing the proposed schedule and project timelines, I am writing to formally decline this offer. Unfortunately, I have a scheduling conflict that prevents me from committing to the specific hours and availability required for this contract.

I appreciate the opportunity and hope you find the right candidate for the role. I would be happy to stay in touch regarding future projects that may better align with my availability.

Sincerely,

[Your Name]