
SAMPLE ACCEPTANCE AND DECLINE LETTERS

LETTER ACCEPTING AN OFFER

To: <EvelynChoung@banking.com>
From: <chris@usfca.edu>
Subject: Financial Analyst offer

Date: April 10, 2008

Dear Ms. Choung:

I am delighted to accept the offer to join Bank One as a Financial Analyst. I look forward to working directly with you and Mr. Sanchez on the upcoming internal audit for Sandstone Properties. As per our telephone conversation on April 5, 2008, I understand the monthly salary will be \$_____ and the organization will pay for my relocation expenses, inclusive of moving costs and assistance locating new housing.

Thank you for sending the employment forms. I will bring the completed forms when I report to work on July 6, 2008.

Sincerely,
Chris Peterson

LETTER DECLINING AN OFFER

To: Mark Kline <m.kline@synergy.com>
From: Melanie Thomas <mthomas@usfca.edu>
Subject: Information Technician

Date: April 19, 2008

Dear Mr. Kline:

Thank you very much for offering me the position of Information Technician with your organization. After careful consideration, I have decided that this position is not an optimal match for my career goals, and so I respectfully decline the offer.

I appreciated the opportunity to interview with you, and was especially pleased with the discussion we had about the direction you are taking Synergy Information Systems. I wish you success with your new ventures.

Thank you again for considering me for the position.

Sincerely,

Melanie Thomas
423 Fulton Avenue
San Francisco, CA 94117
(415) 433-2443, mthomas@usfca.edu