

JOB OFFER- LETTER OF DECLINE

Your Name

Your Street Address

Golden, CO 80401

Your Phone Number

Your Email Address

(blank space)

Today's Date

(blank space)

Ms. Alice Jones

Personnel Manager

ABC Corporation

3 Wallaby Place

San Francisco, CA 10010

(2 blank spaces)

Dear Ms. Jones:

Thank you for your letter offering me employment with your organization. I sincerely appreciate all of the consideration you have given me and am complimented that you wished to make me such an attractive offer.

After careful consideration, I must respectfully decline your offer. I feel that another opportunity matches my qualifications and interests better at this stage in my career. An opportunity for initial training in Alaska and eventual overseas location was too attractive to forego. However, I regard ABC Corporation as an excellent company, and I would appreciate the opportunity of reinvestigating employment possibilities in your organization in the future.

Alternate Paragraph:

After careful consideration of my future career objective, I have decided to seek additional training to augment my undergraduate degree before taking employment with any firm. I plan to enter the Denver University School of Business next September, and upon completion of my MBA would appreciate the opportunity of reinvestigating employment in your organization.

Again, thank you for the employment opportunity you extended me. I wish you success in your recruitment efforts.

Sincerely,

(Handwritten Signature)

Typed Name