



Sample Letter Declining an Offer

Example #1

February 15, 2016

Manager's Name & Title

Company Name

Address

Dear Sergio:

I am writing to confirm my final decision to accept a position as Product Manager with WIN Corporation.

This decision was difficult to make. Throughout the interviewing process, I've been impressed with the professionalism and dynamic energy of your organization. You do exciting work in computer networking and take innovative approaches to marketing your products. Hence, I found your offer very attractive.

In the final analysis, however, I believe the WIN position better suits my current objectives. The firm has offered me a unique opportunity to bring their new personal computer to market. At this stage in my career, such experience would be invaluable.

Thank you for the extensive time and energy you committed to helping me explore employment with NTD Company. I appreciate your efforts on my behalf. I have great respect for your organization and hope we will stay in touch with one another.

Sincerely,

Your Name

Example #2

February 15, 2016

Manager's Name & Title

Company Name

Address

Dear Sandra:

Thank you for the offer to join your staff as a Financial Analyst. After careful consideration of my options, I have decided to decline your offer in favor of a position that appears more closely aligned with my current career objectives. Yesterday I accepted a strategic planning role with the DBN Company.

I greatly appreciate the effort you and your colleagues dedicated to evaluating me for your Treasury staff. I was honored to have the opportunity to consider your offer.

Sincerely,

Your Name

Summer Internship Decline

April 30, 2016

Manager's Name & Title

Company Name

Address

Dear Elaine,

I would like to thank you very much for your consideration in my summer internship offer. I am very impressed with XYZ and the opportunities your firm offers. However, I have decided to accept another position for the summer with a business to business e-commerce company. I made this difficult decision based on the following factors.

- I wanted to gain e-commerce marketing experience from inside a growing company, with the hopes that I could learn about building an e-commerce business from the ground up.
- With my previous consulting background, I hoped to experience the challenges of growing a business from the client side in my internship.

I am extremely intrigued by one-to-one marketing, and I believe XYZ is a pioneer in the field. I hope that my decision does not negatively affect my candidacy for a full-time position with your firm because I remain very interested in a career with XYZ. Honestly, I felt that some non-consulting experience will better develop my skills in preparation for my full time job.

Again, thank you for your consideration, and I hope to stay in touch next fall. If you have any questions please call me at (617) 444-4444.

Sincerely,

Your Name