



Word Tracks for Declining Job Offers

Use this for General Use

Dear Mrs. Mellish:

Thank you for the time and effort you spent considering me for a position as seminar leader. I appreciate your time and effort -- as well as those of your staff. I am grateful for your offer of employment.

Because I was so impressed with Greenley Corp., I had a difficult decision to make. After much thought and careful deliberation, however, I have decided not to accept your offer.

I wish you and Greenley Corp. the best continued success. I hope our paths will cross again in the future.

Thank you again for your time and consideration.

Sincerely,

Jane Oakley

Use this if You've Accepted another Position

Dear Ms. Harper:

Thank you very much for offering me the assistant manager position. After careful consideration, I regret that I must decline your offer. Although you were most encouraging in outlining future advancement possibilities within ABC



Company, I have accepted another opportunity that is more in line with my skills and career goals.

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process, and I only wish that circumstances allowed me to accept your offer.

Best wishes for your continued success.

Sincerely,

Tom Greenwood

