

Sample letter declining an offer

Chris Planner

1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345

E-mail: chrisp@iastate.edu

If you decide not to accept a job offer, it is essential to notify the organization quickly so they may proceed with alternate plans. This is a courtesy and demonstrates good manners.

You can let them know of your decision through a personal telephone call or via E-mail; however, a personal letter is strongly recommended as a follow-up. Never burn your bridges. You may be seeking a position with this same organization in the near future or have professional contact with them.

Although it is not essential to explain why you have accepted another position, in certain situations, you may find it appropriate to include a brief explanation.

December 1, 2005

Edward Jones, Director
Slayton Regional Development Center
2401 Broadway Avenue
Slayton, MN 34567

Dear Mr. Jones:

After careful deliberation, I have accepted an internship with another planning organization that is within driving distance of my hometown. The decision was difficult because of the excellent reputation of the Slayton Regional Development Center and the quality of the internship. Thank you for offering me the internship and the time you spent interviewing me.

Sincerely,

Chris Planner

Chris Planner