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# ■ Accepting/Declining Job Offers

*CSU East Bay, Career Development Center: Connecting Ability With Opportunity*

Congratulations! Your hard work has paid off and you've received an offer for a job or internship – or maybe several! Hold on – your search is not complete yet. You have to make a choice of whether to accept – or not.

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## ■ Accepting an Offer

When accepting an offer, call the employer and follow up with a confirmation email or letter. Be sure to include the position, start date, rate of pay, and any recently negotiated items in your confirmation letter. Keep a copy of the letter for future reference. If your application is pending with other employers, let them know that you have received an offer and wish to have your name withdrawn from further consideration. You should not continue interviewing once you have accepted an offer. Don't forget to thank your references. It is a thoughtful gesture and will be appreciated. The references will also remember this if you need to contact them for a future job search.

### SAMPLE LETTER

Samantha Harris  
Miller & Associates  
123 Any Dr.  
Some City, CA 98888

May 27, 2008

Dear Ms. Harris:

I am delighted to accept the offer to join Miller & Associates as a Public Affairs Specialist. I look forward to working directly with you and Mr. Nunez on the upcoming media campaign.

As per our telephone conversation on May 25, 2008, I understand the monthly salary will be \$\_\_\_\_\_ and that I have been approved for an extended vacation, July 28 – August 8, 2008.

Thank you for sending the benefits information. I will review them and be prepared to speak with HR when I report to work on June 16, 2008.

Sincerely,

Tamara Wrightstone

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## ■ Declining an Offer

Be sure to contact the employer formally by email and indicate your appreciation for the offer and the opportunity to interview. State that you are declining their offer. You may tell them why, although you are not obligated to do so. Decline offers as soon as you are no longer interested in them or immediately after accepting an offer from another organization.

### SAMPLE LETTER

George Jones  
87 Delaware Road  
Hatfield, CA 08065

May 27, 2008

Dear Mr. Jones,

Thank you very much for offering me the opportunity to work at Bronson Associates. Unfortunately, I will not be accepting the position as it does not fit the path I am taking to achieve my career goals.

Once again, I'd like to express my gratitude for the offer and my regrets that it didn't work out. You have my best wishes in finding someone suitable for the position.

Sincerely,

Gregory Wilson

*This document is available in alternative formats (large print, Braille, audio tape, etc.) Please contact the CDC to submit your request.*

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