



# Accepting/Declining a Job Offer

## When Accepting an Offer:

Call the employer and follow up with a confirmation letter. Include the position, start date, rate of pay, and any negotiated items. Keep a copy for future reference.

## When Declining an Offer:

Formally email the employer and indicate your appreciation for the offer and interview. State that you are declining their offer. You may tell them why, but you are not obligated to.

## Sample Accepting Letter

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

May 27, 2021

Dear Ms. Harris,  
I am delighted to accept the offer to join Miller & Associates as a Public Affairs Specialist. I look forward to working 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 speak with HR when I start on June 16, 2008.

Sincerely,  
Tamara Wrightstone

## Sample Declining Letter

George Jones  
87 Delaware Road  
Hatfield, CA 08065

May 27, 2021

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. 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

