

Acceptance & Rejection Letters

Acceptance Letters

- Confirm your acceptance of the job offer
- Clearly state that you will be accepting
- Be sure to follow up on details of interest
- Reference written documentation or verbal agreement of details
- Do not be exceedingly thankful or appreciative
- Plan a meeting to finalize the agreement/sign a contract

SAMPLE

Dear Ms. Vourse,

I am happy to hear that you have offered me the Coordinator of Fundraising position and delighted to formally accept. As we discussed, I'm very interested in your organization and feel confident that I will bring many skills and strengths to this role. I will follow up with you via phone in the next week to confirm details about a start date and any preliminary paperwork.

I look forward to working with you.

Sincerely,
Margaret Applebaum

Withdrawal/Rejection Letters

- Do NOT burn bridges
- You never know where you will be in five years, so make sure to end on a positive note with each employer you contact
- Remain professional
- Express your consideration of the position and appreciation of the opportunity
- Do not provide too much information about why you are not accepting

SAMPLE

Dear Mr. Hoffsteder,

I am delighted that you offered me the position of Associate Manager. As we discussed during my interview, I am very interested in this position and your company. However, after much consideration I must decline the offer as I don't feel it will be a good fit for me at this time. I very much appreciate your time and hope to work with you in the future.

Sincerely,
Michael Pincontempo

Sending The Letter

- The correspondence can be sent via email or hard copy, depending on the previous communication with the employer
- If sending as an attachment or hard copy, be sure to add your address and the employer's address as well as the date as a formal business letter. Be sure to sign the document if sending hard copy