

## Declining Job Letter

The declining job offer letter should be brief and concise. The objective of this letter is to respectfully and sincerely decline a job offer. Components of this letter should include:

- 1) Thanking the organization for the opportunity to interview as well as the job offer
- 2) Avoid negative talk or excuses
- 3) Acknowledge appreciation and gratitude
- 4) The letter should be personally signed at the bottom

---

### *Sample Letter -*

1919 Hass St.  
La Crosse, WI 54601  
(123) 4567890  
SGreen@email.com  
March 29, 2011

Rick Johnson  
Oswald Electronics  
7254 Industrial Blvd.  
Wells, NV 89801

Dear Mr. Johnson:

Thank you for the time you spent with me last week explaining more fully the Purchasing Agent position, and I appreciate the generous offer I received from you in the mail today.

Unfortunately, I must decline your offer at this time because I just accepted a position yesterday. I do believe your organization is excellent and I am confident I would have enjoyed working with you and your team. Perhaps in the future we may be able to work together.

Best wishes for continued success.

Sincerely,

*Signature*

Sally Green