

Job Offer Rejection Letter Sample

25 Brockport Lane
Brockport, NY 14420

May 12, 2011

Ms. Jackie Jones
Vice President for Human Resources
Ernst & Young, LLP
710 Bausch & Lomb Place
Rochester, NY 14604

Dear Ms. Jones:

Thank you for offering me the position of Financial Analyst with Ernst & Young, LLP. I appreciate your willingness to discuss the details of the position with me and give me time to consider your offer. It was a difficult decision to make; however, I have accepted a position with another company.

You have a great organization and many aspects of the position are very appealing. I appreciate your consideration throughout the interview process and also enjoyed learning more about Ernst & Young, LLP.

Thanks again for taking the time to consider my candidacy. It was a pleasure meeting you and your staff.

Sincerely,

Jane Smith