

# JOB OFFER REJECTION LETTER SAMPLE

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1211 Dickinson Drive  
Coral Gables, FL 33146

September 21, 2006

Ms. Jackie Jones  
Vice President for Human Resources  
Gleeman Sachs  
Address 2  
New York, NY 20012

Dear Ms. Jones:

Thank you for offering me the position of Financial Analyst with Gleeman Sachs. 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 Gleeman Sachs.

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

Sincerely,

*Donte Williams*

Donte Williams