

Sample Rejection of Employment Letter

1212 Snowcrest Trail
Durham, NC 27707

January 23, 2007

Mr. Jerry Jones
Recruiting Coordinator
Heath & Graham, P.C.
1355 Seventh Avenue
Dallas, TX 75226

Dear Mr. Jones:

Thank you for your offer of employment with Heath & Graham. I am flattered by the firm's decision, and I believe your offer presents an excellent opportunity. After considerable thought, however, I have decided to accept another offer.

I enjoyed my visit as well as the chance to meet several of the firm's attorneys. I look forward to working with you in the future. Thank you for your time.

Yours truly,

Robert Jordan