

ACCEPTING/DECLINING A JOB OFFER

ACCEPTING A JOB OFFER

Name
Your Address
Date
Employer's Address

Dear _____:

I am very pleased to accept your employment offer for the position of (*position*), in (*location*), at a salary of (*\$0.00*). The work is exactly what I have prepared to do, and feel confident that I can make a significant contribution to (*company*).

As we discussed, I will report to work at 8:00 a.m. on Monday, January 6, 20XX. I will complete all necessary paperwork prior to my starting date.

I look forward to joining your team and meeting the challenges of the job. I appreciate your confidence in my ability and shall make every attempt to fulfill your expectations.

Sincerely,

(Your Handwritten Signature)
(Your Typed Name)

DECLINING A JOB OFFER

Name
Your Address
Date
Employer's Address

Dear _____:

Thank you very much for offering me the position of (*position*) with (*company*) as outlined in your letter of (*date of letter*).

After considerable thought, I have decided not to accept your offer of employment. This has been a very difficult decision for me. However, I feel I have made the correct one for this point in my career.

I appreciate your consideration and confidence in me, and again, thank you for your time and effort.

Sincerely,

(Your Handwritten Signature)
(Your Typed Name)