

LETTER TO ACCEPT OFFER

Your Address
Date

Individual's name
Employer's Address

Dear _____:

I am very pleased to accept your offer (state offer) as outlined in your letter of (date). (Include all details of offer—location, starting salary, starting date.)

(Mention enclosures—application, resume, employee forms, or other information—and any related commentary.)

I look forward to meeting the challenges of the job, and I shall make every attempt to fulfill your expectations.

Cordially,

(Written signature)
Your name typed

Enclosures

LETTER TO DECLINE OFFER

Your address
Date

Individual's name
Employer's address

Dear _____:

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

Thank you for your time, effort, and consideration. Your confidence in me is sincerely appreciated.

Sincerely,

(Written signature)
Your name typed