

SAMPLE LETTER DECLINING OFFER

100 State Street  
La Crosse, WI 54601

January 2, 20XX

Jane M. Jones  
Manager  
ABC Company  
1000 River Street  
Minneapolis, MN 54221

Dear Ms. Jones:

Thank you very much for offering me the position of communications assistant with ABC Company. I appreciate your discussing the details of the position with me and allowing me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, after careful consideration, I believe it is in our mutual best interest that I decline the offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Again, thank you for your time and consideration. It was a pleasure meeting you and your fine staff.

Sincerely,

John A. Olson