

SAMPLE DECLINE LETTER DUE TO ACCEPTING ANOTHER POSITION

April 17, 2007

Ms. Mary Jones
HR Manager
XYZ Corporation
111 Main Street
Chicago, IL 00555

Dear Ms. Jones,

Thank you for the job offer as a Market Analyst in the marketing department of XYZ Corporation. Throughout the interview process, I have thoroughly enjoyed the people I have met and the mission of XYZ Corporation. While I have been very impressed with everything I've experienced in the past 3 months, I have received and accepted an offer for another position that more closely matches my career goals and interest and therefore must decline your offer. I do appreciate all the courtesy that has been extended to me by your office.

Thank you so much for the time and effort you have given to me. I wish all the best to you and XYZ Corporation and hope we have the opportunity to meet again.

Sincerely,

Tom Smith