



Accept and Decline Letters

Whether you are accepting or declining your correspondence should always be appreciative, timely and professional.

Acceptance Letter

Dear Mr. Harrington:

I enthusiastically accept your offer to join ABC Organization in the Development department at a starting salary of \$XX,000 per year.

Thank you for your time and assistance with my questions about the benefit and insurance package; the information you provided will make my transition much smoother.

As we discussed, I will report to the Human Resources office on June 25. I am eager to contribute to the Development team and ABC.

Sincerely,

Annie Studentino

Letter Declining Offer

Dear Ms. Livingston:

Thank you for your offer for the position of research assistant with Smith-Kirkland Laboratories.

After much consideration, I have decided to accept a similar position with another company closer to my family. I believe this position will better fit my research interests and my future goals in that region.

I want to thank you again for your time and consideration during the interview process. I appreciate your interest in me, and I enjoyed learning more about your organization.

Sincerely,

Annie Studentino