

ACCEPTANCE OF JOB OFFER EXAMPLE

Full Name
Your Street Address, City, State, Zip
E-mail | Phone

Date

Contact Person's Name
Position Title
Company
Address
City, State, Zip

Your Letter Accepting an Offer Should:

- Be a follow-up to a phone call acceptance
- Include basic details such as job title, starting location and date
- Thank the employer for the opportunity

Dear Mr./Ms. _____:

Thank you for offering me the position of Credit Research Analyst at Mass Mutual Financial Group. I am writing to confirm my acceptance of your offer. As stated in your offer letter, dated January 1, 2014, my starting salary will be \$35,525, with an added allowance of \$2,500 for moving expenses to be mailed upon receipt of my acceptance letter.

Again, thank you for the opportunity. I am looking forward to beginning work on April 20, 2014. If you need any additional information or paperwork prior to then, please let me know. I am happy to provide it.

Sincerely,

Cathie Coggin (signature)

Cathie Coggin

DECLINATION OF JOB OFFER EXAMPLE

Full Name
Your Street Address, City, State, Zip
E-mail | Phone

Date

Contact Person's Name
Position Title
Company
Address
City, State, Zip

Your Letter Declining an Offer Should:

- Be a follow-up to a phone call declination
- Include a statement of appreciation for the offer
- Give a reason for declining the offer
- If possible, leave the opportunity for future contact open

Dear Mr./Ms. _____:

Thank you for offering me the position of Banking Operations Associate at Great Bank's Charlotte office. As I mentioned over the telephone, I regret that I have to decline the offer. I have been consistently impressed with Great Bank's commitment to its customers and employees. However, I have had another offer with an organization closer to my hometown in Central Florida. After much thought, I have decided to accept that offer.

Again, thank you again for your offer, and I wish you the best in your future endeavors.

Sincerely,

Cathie Coggin (signature)

Cathie Coggin