

## **A Sample Letter Declining a Job Offer**

7 Shawnee Road  
Short Hills, NJ 07078  
201-555-0303

Mrs. Walter Mellish  
Greenley Corp., Inc.  
1010 Madison Avenue  
New York, NY

Dear Mrs. Mellish:

Thank you for the time and effort you spent considering me for a position as seminar leader. I appreciate your time and effort -- as well as those of your staff. I am grateful for your offer of employment.

Because I was so impressed with Greenley Corp., I had a difficult decision to make. After much thought and careful deliberation, however, I have decided not to accept your offer.

I wish you and Greenley Corp. the best continued success. I hope our paths will cross again in the future.

Thank you again for your time and consideration.

Sincerely,

Jane Oakley