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Letter Declining a Job Offer

If you choose to decline a job offer, do so courteously, in writing, after making a phone call.

Never say anything negative in writing about the employer, even if you had a negative experience. If you had a negative experience, discuss it with a career consultant in The Career Development Center.

A decision to decline an offer is usually based on the fact that another offer is a better fit for your needs, interests and/or goals. It is fine to state this, without giving details about why you have declined their job offer. It is also not necessary to state whose job offer you did accept.

Remember that this employer may be a contact for you in the future; therefore, maintaining a professional, courteous relationship is important.

Anita Job

100 Cooper Blvd Arlington, TX 76019 817-272-2932 anitajob@gmail.com

April 20, 20XX

Dr. Joan Swietzer
Program Director
Citizens Network for Foreign Affairs
343 Third Street, NW, Washington, DC 20201-0343

Dear Dr. Swietzer,

Thank you very much for your telephone call and letter offering me the position of Assistant Project Coordinator with the Citizens Network for Foreign Affairs.

While I believe firmly in the mission of your organization and appreciate the challenging opportunity, I have had another offer which I believe more closely matches my current career goals and interests. This was a difficult decision to make, as I explained when we spoke by telephone this morning, but I must formally decline your offer of employment.

I do appreciate all the courtesy and hospitality extended to me by your office and wish you well in your endeavors.

Best regards,

Anita Job