

Sample Letters

Accept Offer

634 Oak Avenue
Ithaca, NY 14850
April 30, 2010

Joan Hayes, Director of Marketing
Associated Stores
425 East State Street
New York, NY 10122

Dear Ms. Hayes:

I am pleased to confirm my acceptance of your offer to join Associated Stores as Assistant Product Manager. As we discussed in our telephone conversation yesterday, I will begin work on June 14 at an annual salary of \$47,287 and will complete a medical examination before the start date. I look forward to receiving a written confirmation of the offer and benefits package.

In the event that you need to contact me before June 14, please note that I can be reached at my parents' home at 914/654-3210 from May 31 through June 13.

Thank you again for your consideration and help during the interview process. I greatly appreciated your informative and personal approach.

Sincerely yours,



Margaret Long

Decline Offer

321 Buffalo Street
Ithaca, NY 14850
March 28, 2010

Brendan O'Rourke
Regional Sales Manager
Bingham Industries
1436 Eastman Avenue
Rochester, NY 13688

Dear Mr. O'Rourke:

Thank you very much for offering me the position of Sales Trainee at Bingham Industries. After considering this opportunity carefully, I have made a difficult decision not to accept your offer. I believe that at this point in my career another position I have been offered fits more closely with my career interests and goals.

It was a pleasure meeting you and members of your staff. I appreciate the time you spent with me and the consideration you extended to me.

Sincerely yours,



Dwight Meyers