

Acceptance and Rejection Letters

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Fast Facts:

Acceptance Letters:

- Use to formally accept a job offer and to clarify any unclear information such as start date or benefits package.
- These letters will most often follow a phone or e-mail conversation.

Rejection Letters:

- Use to formally reject a job offer. Send a rejection letter even if you've already discussed your rejection over the phone or through an e-mail.
- Keep the tone appreciative and professional.

53 Rose Avenue
Aurora, CO 80432

Sample Acceptance Letter

June 10, 2004

Jane Simpson
Manager, Human Resources Department
Advanced Professional Engineering, Inc.
16117 University Oak Street
San Antonio, TX 78249

Dear Ms. Simpson:

I am pleased to accept your invitation to become an engineer for Advanced Professional Engineering, Inc. at the monthly salary of \$4,000 and the benefits package detailed in your offer dated June 2, 2004. I am certain that the responsibilities of this position will be interesting and challenging.

Thank you for your offer of assistance in finding housing in the San Antonio area. This will make my relocation to Texas much easier. As we discussed, I will report to your office at 8:30 a.m. on Thursday, July 1st.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Emma Thomas

Emma Thomas

Acceptance Letter

Paragraph 1
Confirm, accept, and reaffirm your employment decision.

Paragraph 2
Confirm details of offer, such as starting date.

Paragraph 3
Express your appreciation for the opportunity.



1938 Pear Street
Fort Collins, CO 80523

Sample Rejection Letter

December 17, 2004

Mr. James Harvey
Manager, Sales Department
Arthur Manufacturing Company
16 North Palm Street
San Diego, CA 98765

Dear Mr. Harvey:

Thank you for your employment offer for the position of Sales Manager with Arthur Manufacturing Company. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I must decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff. Best wishes for your company's continued success!

Sincerely,

Mark L. Carter

Mark L. Carter



Rejection Letter

Paragraph 1
Acknowledge and thank the employer for the job offer.

Paragraph 2
Indicate that you have carefully considered their offer and have decided not to accept it.

Paragraph 3
Express your appreciation for the offer and their consideration of you as a candidate.