



SAMPLE LETTERS ACCEPTING AND REJECTING OFFERS



CAREER DEVELOPMENT OFFICE

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SAMPLE LETTER ACCEPTING OFFER #1

NAME
ADDRESS
TELEPHONE
EMAIL

October 10, 2015

Mr. Richard Cunningham
Recruiting Coordinator
United States Department of Justice
1234 J Street, N.W.
Washington, DC 20000

Dear Mr. Cunningham:

Thank you for your offer of summer employment with the Civil Rights Division of the United States Department of Justice. I am pleased to accept your offer at a salary of \$1,200.00 per week for ten weeks.

As we discussed last week, I am available as of May 15th to begin work. I will contact you next week to set a definitive starting date. Should you need to contact me, I can be reached at PHONE or EMAIL. I look forward to a challenging and busy summer with your agency.

Sincerely,

Mary Sue Smith

SAMPLE LETTER ACCEPTING OFFER #2

NAME
ADDRESS
TELEPHONE
EMAIL

February 22, 2016

Jane Smith, Esquire
Smith & Smith, P.A.
1000 Fort Lauderdale Street
12th Floor
Fort Lauderdale, Florida 33333

Dear Ms. Smith:

I am pleased to accept your offer of employment as a first-year associate with Smith & Smith. I will contact you in the near future to discuss additional details, including a starting date. In the meantime, should you need any additional information, please do not hesitate to contact me. During the summer, I will be studying for the Florida Bar examination and can be reached at (305) 123-4567 or via e-mail at John.Jones@email.com.

Thank you for your assistance during the interview process. I look forward to working with you and the entire Smith & Smith team.

Sincerely,

John J. Jones

SAMPLE LETTER DECLINING OFFER #1

[Your Name]
[Street • City • State • Zip Code]
[Phone # • Email]

May 2, 2016

Robert Jones, Esquire
Jones & Smith, P.A.
1234 Ocean Road
Jacksonville, Florida 56789

Dear Mr. Jones:

I am writing to inform you that I am withdrawing my application for the associate position with Jones & Smith, P.A. As I indicated in my interview with you, I have been exploring several employment possibilities. I was recently offered a position by a different firm and, after careful consideration, have decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your firm. I enjoyed meeting you and learning more about Jones & Smith, P.A. I wish you and your staff well.

Sincerely,

[Sign here]

[Your name]
[Your title]

SAMPLE LETTER DECLINING OFFER #2

NAME
ADDRESS
TELEPHONE
EMAIL

June 24, 2015

Joseph Campbell, Esquire
Campbell & Campbell
456 Divinity Drive
Chicago, Illinois 12345

Dear Mr. Campbell:

Thank you for your offer of employment with Campbell & Campbell. Although I am very pleased that you found my qualifications commensurate with your hiring needs, I will be unable to accept your offer. I have been given an opportunity to practice in the Miami area and have decided not to relocate at this time.

I thoroughly enjoyed meeting you and Julie Smith. I truly appreciate the time you invested in considering me for employment.

Sincerely,

Gomer Pyle

SAMPLE LETTER TO WITHDRAW FROM CONSIDERATION #1
(after interview but before offer)

NAME
ADDRESS
TELEPHONE
EMAIL

March 5, 2016

Ms. Myrtle Plain
Recruiting Coordinator
Cran & Berry
22 East State Street, Suite 222
Rochester, New York 11111

Dear Ms. Plain:

Thank you for the opportunity to interview with Cran & Berry on March 3, 2016. At this time, I have decided to pursue other opportunities, and thus request that my name be withdrawn from consideration for a summer associate position. I hope that you will be receptive to my contacting you in the future should circumstances change.

Sincerely,

Jane N. Doe

cc: [Recruiting Coordinator or Hiring Partner–whichever individual is not the addressee (if applicable)]

SAMPLE LETTER TO WITHDRAW FROM CONSIDERATION #2
(after interview but before offer)

1234 College Road
Miami, Florida 33133
(305) 555-0000
jmiller@gmail.com

March 1, 2016

Ms. Vera L. Soto
Director of Recruiting
Hernandez & Hernandez, P.A.
1000 Windmill Drive
Margate, Florida 33333

Dear Ms. Soto:

I want to express my sincerest appreciation to you for including me in the interview process as you seek candidates for the associate position. I have enjoyed meeting with your attorneys and I can see that you have an outstanding law firm.

As I explained when we spoke this morning, I respectfully withdraw from consideration for the associate position. I have decided to accept another employment offer which I believe very closely matches my current skills and career goals.

My best wishes to you and your staff. Thank you again for the opportunity to explore career possibilities with your office and the courtesies extended to me.

Sincerely,

(your signature)

Joyce Miller

Updated 8/15