

Sample Declining an Offer Letter

1234 Ledgewood Drive
Cincinnati, Ohio 45207
February 17, 2006

Ms. Tracy Magee
Vice President
Sales and Marketing
Widgets International
443 Flagstaff Street
Columbus, Ohio 40000

Dear Ms. Magee:

Thank you for the time and effort you spent in considering me for the sales associate position with Widgets International.

After a great deal of deliberation, I must respectfully decline your invitation to join Widgets. While I was very impressed by your operation and the professionalism displayed by your staff members, I believe that another opportunity more closely matches my current interests and qualifications.

Thank you again for your generous consideration.

Sincerely,

Matthew T. Cline