

## Job Acceptance and Refusal Letters

After receiving a job offer and negotiating salary and benefits, it is time to either accept or refuse the employer's offer. . If you have interviewed with different companies and receive multiple offers, it is acceptable to ask for more time. You want to be certain before you accept an offer because it is unprofessional to accept an offer and decline it when a better one comes along. Again, make sure that you maintain a professional demeanor when accepting or refusing a job offer.

All letters must end with "Sincerely" (or a similar closing) and your name. E-mail messages should include professional signatures including contact information. Printed letters should be on high quality paper and include professional header. Below are some guidelines on how to either accept or refuse a job offer.

### Acceptance Letters

When accepting a job offer, make sure that you strike a balance between excitement and professionalism. Remember: you are making a commitment to this organization and it's important to start out on the right foot. You may be asked to sign a contract or other document agreeing to accept the position and its terms (start date, salary, benefits, location, etc.). It's important that you sign and return to the employer in a timely manner, as well as keep a copy of the document for your records. Give your contact information and availability in case they need to contact you. Be concrete: restate the start date so that you can confirm to the employer that you know when you will report to work.

Dear Ms. Long:

Thank you for offering me the position of Business Analyst at Chemical Bank. I am excited to accept your offer of employment based on the terms in the attached, signed contract. I have made a duplicate copy for my records.

Please do not hesitate to contact me in advance of my start date of June 15 at 504-555-7933.

### Refusal Letters

In a job refusal letter, you should convey an appreciative tone – after all, they offered you a job! Do not be too personal in indulging your reasons of not accepting the job. In addition, a refusal letter is never the means to air grievances or tell a company how to run their business. If you think you might reapply for a position in that company in the future, you may want to be specific in your reasons for turning down their offer.

Dear Mr. May:

I sincerely appreciate the offer of Marketing Specialist at Blooming Designs. The hard work and professionalism of your staff is certainly reflected in the services your company provides.

Although it was a difficult decision, I have decided to accept another offer at this time. Interviewing at your firm has solidified my interest in this growing field. I am thankful for the offer, and I wish you and your colleagues continued success.