

YOUR NAME

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Sample Decline  
Job Offer Letter

512 Student Lane  
New Albany, IN  
812-944-1234  
gus@ius.edu

April 15, 20XX

Ms. Stephanie Black, Personnel Director  
Vita Company, Incorporated  
Box 28  
Evanston, IL 60201

Dear Ms. Black:

Thank you for the job offer of analytical chemist in your quality control department. Unfortunately, I find it necessary to decline your offer. I have carefully weighed your offer and have determined that an annual salary of \$31,500 will not meet my financial needs especially when I calculate the cost of living in the Evanston area. Because of my great interest in the position, the staff and future company growth, this was a very difficult decision.

Thank you for your time. Best of luck to you and Vita Company. I hope we have an opportunity to meet again.

Sincerely,

John W. Bradley

# YOUR NAME

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New Albany, IN  
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[gus@ius.edu](mailto:gus@ius.edu)

April 15, 20XX

Ms. Stephanie Black, Personnel Director  
Vita Company, Inc.  
1234 State Street  
Evanston, IN 60201

Dear Ms. Black:

Thank you for the job offer of analytical chemist in your quality control office. Unfortunately, I must decline your most generous offer.

I had not anticipated that the employment decision would be so difficult. As I indicated during our last conversation, I had three positions under consideration. After much deliberation with my husband Jim, I decided to accept a position with Miles Laboratory in Elkhart, Indiana. A major consideration was the availability of employment for Jim. We will also be able to complete masters' degrees in business at Indiana University at South Bend.

I wish you and Vita Company much success and I hope we have the chance to meet again. Thanks for your consideration.

Sincerely,

Sherry R. Henderson