

Letter of Acceptance

Dear Mr./Ms. _____:

I am very pleased to accept your offer (state offer) as outlined in your (letter/phone call/fax) of (date). (Include all details of offer - location, salary, starting date.)

I look forward to meeting the challenges of the job and appreciate the opportunity to become a member of (name of company).

Sincerely,

(Your signature)

Your name typed

Letter of Rejection

Dear Mr./Ms. _____:

Thank you for offering me the position of _____ at (your organization/company). After considerable thought, I have decided not to accept your offer of employment. I have accepted another position elsewhere which is more suited to my qualifications and needs at this time.

Thank you for the opportunity to interview with you. Best wishes to you and your staff.

Sincerely,

(Your Signature)

Your Name Typed