

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Refusal of Offer of Employment

Dear :

It was a pleasure meeting with you to discuss the employment opportunities with your company. However, I must refuse the offer of employment with Company because I have decided to accept a position with another firm.

Thanks so much for your understanding.

Sincerely,

N A M E