

## **JOB OFFER – LETTER OF ACKNOWLEDGEMENT**

Your Name  
Your Street Address  
City, State, Zip Code  
Your Phone number  
Your Email Address

(blank space)

Date of Writing

(blank space)

Mr. Robert Jones  
Employment Representative  
Smith Petroleum Co.  
2252 Broadway  
Denver, CO 80909  
(2 blank spaces)

Dear Mr. Jones:

It is a pleasure to receive your letter of January 18, 20xx offering me a position with Smith Petroleum. It is a compliment to be considered for employment in such a prestigious company.

At this time personal considerations make it impossible for me to respond to your offer. I understand that you will need my decision by March 31, 20xx, and I will notify you as soon as possible before that date. Your patience in awaiting my decision is very much appreciated.

Again, I would like to express my thanks for the consideration you have shown me, particularly during my visit to your Denver offices in December.

You will be hearing from me in the near future.

Sincerely,

(Handwritten Signature)

Typed Name