

SAMPLE LETTER OF DECLINE

November 10, 20XX

Ms. Beverly Long
Director, Human Resources
Taxes 'R Fun Accounting Firm
2121 Vermont Avenue
Washington, DC 20036

- Express your appreciation for the opportunity/offer.
- Always decline prior to the agreed upon decision date.
- Maintain your professionalism as you never know when you may cross paths with this employer in the future.

Dear Ms. Long:

Thank you for your offer for the position of staff accountant with Taxes 'R Fun Accounting Firm.

After much consideration, however, I have decided to accept a similar position with another firm. I believe this position will better fit my long term goals and interest in pursuing an advanced degree.

I want to thank you again for the time you spent with me during my office visit last month. I appreciate your interest in me and I enjoyed learning more about Taxes 'R Fun.

Sincerely,

Peter Richmond

Peter Richmond
123 Smart Street
Kutztown, PA 19530
610.683.XXXX
prich###@live.kutztown.edu