



Ready Reference F-8 Sample Letter of Refusal

Letter of Refusal

Use the heading from your resume for your contact information

Date

Mr. James Doe, Human Resources Manager
Engineering Division
Big Company
City, State Zip

Dear Mr. Doe:

Thank you very much for offering me the position of project manager for the Dallas office of Big Company. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

I am very impressed with Big Company and the opportunities available within the organization. There are many aspects of the position that are very appealing to me. However, I feel that it is in our mutual interest for me to decline your generous offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the time and consideration you have extended to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Stan Student