

Acceptance Letter Sample

1435 Lincoln Ave
Charleston IL 61920
November 12, 2002

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining XYZ Corporation in Chicago. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Sarah B. Student

Refusal Letter Sample

1435 Lincoln Ave
Charleston IL 61920
November 12, 2002

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

Thank you very much for offering me the position of Accountant with XYZ Corporation. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interests that I decline your kind 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 consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Sarah B. Student