

## Sample Letter of Decline

299 14<sup>th</sup> Street, #2f  
New York, NY 10004  
(212)444-1212  
jj@ocs.com

April 24, 2004

Mr. Al Green  
24 West Lake Drive  
Saddlebury, New Jersey 08224

Dear Mr. Green:

After careful consideration, I most regretfully decline your offer of employment. This has been a difficult decision. At this time, I have accepted employment with XYZ Nonprofit.

I am very impressed with your organization, the people and the job. However, I feel I have made the most appropriate decision for my professional development. I look forward to keeping in touch and thank you for your time and consideration.

Sincerely,

James Jones