

Business Communications – Acceptance, withdrawal, decline letters

Sample Acceptance Letter

Joe Green
507 Shore Drive
Winnipeg, MB
R3T 4V5

Mr. Jack Krebs
Division Manager
B&B Company
1234 West 54th Street
Winnipeg, MB R3T 6V5

Dear Mr. Krebs,

I am writing to confirm acceptance of your employment offer of.....

As we discussed, I will report to work on

I look forward to working with you.....

Sincerely,

Joe Green

Confirm, accept and reaffirm your employment decision

Confirm the logistics (when to start)

Express your appreciation for the opportunity and how you look forward to joining their organization

Sample Withdrawal Letter

Joe Green
507 Shore Drive, Winnipeg, MB R3T 4V5
204-487-2264 email: jgreen@cc.umanitoba.ca

Mr. Jack Krebs
Division Manager
B&B Company
1234 West 54th Street
Winnipeg, MB R3T 6V5

Dear Mr. Krebs,

I am writing to inform you that I am withdrawing my application for the position of with.....

I would like to thank you very much for interviewing and considering me for.....

Sincerely,

Joe Green

State your decision and provide an explanation

Express your appreciation for their consideration

Sample Decline Letter

Joe Green
507 Shore Drive
Winnipeg, MB
R3T 4V5

Mr. Jack Krebs
Division Manager
B&B Company
1234 West 54th Street
Winnipeg, MB R3T 6V5

Dear Mr. Krebs,

Thank you very much for offering me the position of.....

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting with you and learning about your organization.

Sincerely,

Joe Green

Thank them and acknowledge their offer

Show thoughtful consideration and explain why you are not accepting their offer (don't go into a lot of detail)

Express your appreciation

