



JOB OFFER REJECTION LETTER & GUIDE

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1. Overview

You spend a lot of time looking for the right employment opportunities. You should also spend time contacting those companies after you have made your decision, even if you are rejecting an offer you received. A polite and considerate rejection letter can prevent tremendous damage to your reputation and your ability to interest future employers or associates. Use the enclosed letter and guidelines to inform an organization you will not be accepting its offer, without alienating parties who may later be employers, associates, or customers.

If you follow the suggestions provided, you can show consideration for companies in your field, establishing a tone of mutual respect and laying the foundation for potential future business relationships. Inappropriate behavior, whether by thoughtless letters or ignored offers, will only hurt your career. A well-constructed rejection letter will allow you to maintain your marketplace reputation and pave the way for future ventures and opportunities.

2. Dos & Don'ts Checklist

- Everybody is familiar with the principle that disappointing news should be tempered with (and preceded by) positive statements. This may be difficult in the context of a rejection, but consider including a gracious note (e.g., "It was a pleasure meeting you last Monday"). Express your appreciation for the offer.
- Try to avoid negative language, which can make your letter sound rude or thoughtless. Emphasize that your decision was difficult, and that you are not faulting the company itself. This is not the place to point out any flaws in the organization or its employees.
- Every employer deserves the courtesy of a response from you, and this reply should be professional and polite. Recruiting and evaluating potential employees is daunting and exhausting for companies too, and a simple phone call or letter can provide them with certainty. This will reflect well on you. Rejected companies may be future employers or colleagues, and they will remember your courtesy down the road.
- Send a rejection letter as soon as possible after your decision is made. Employers would not be recruiting if they were not actively seeking assistance, and they may be unable to fill critical positions if they don't hear from you. Give them (and other applicants) the opportunity to move forward. Try to contact employers within one or two weeks of your interview, even if you have not made your final decision. Explain that you are still reviewing offers and that your determination is not yet final.
- It's always a good idea to send a written rejection letter, even if you have already turned down the position over the phone.

3. Job Offer Rejection Letter Instructions

The following instructions will provide some information about the terms of your letter. Review the entire document before starting your revisions.

- Address the letter to the person who offered you the job.
- Choose your language carefully. Be circumspect when offering your explanation for rejecting the offer. You may state that you have accepted another position, if this is true, or that you are exploring other opportunities.
- An optional sentence is included about keeping in touch for future ventures. If you want this to be the case, include this sentence. Delete it if this is not your preference.
- You are not required to say why you are not accepting an individual's job application. In fact, in most cases, it's best to provide as little information as possible. If you feel compelled to provide an explanation (for example, if you feel it is necessary because you have gone through multiple interviews), be factual, specific, and concise.

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Form Sample

Sample Job Offer Rejection Letter

[Date]
[Your Name]
[Address]
[City, State, Zip]

[Contact Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Contact Name]

Thank you for your offer of employment with [Company Name]. I enjoyed meeting with you last _____. I appreciate your willingness to discuss the details of the position with me and the time you've given me to consider your offer.

It was a difficult decision to make, but [I have decided to pursue other opportunities and have accepted a position with another company] and cannot accept your offer.
[[Optional] I would like to keep our avenues of communication open. If you would like to allow, discuss future business opportunities, please contact me at _____.]