

## **Sample Decline Letter**

234 Columbia Street  
Chapel Hill, NC 27514  
April 12, 200-

Ms. Hope Simmons  
Director, Marketing Department  
Bigtime Marketing and Sales  
30 Peachtree Street  
Atlanta, Georgia 30307

Dear Ms. Simmons:

I would like to take this opportunity to thank you for interviewing me for the marketing position on Thursday, April 7. It was a pleasure meeting with you and your staff to discuss your needs and expectations for this position.

Although I was really impressed with your organization, I regret that I cannot accept your offer to work for Bigtime Marketing and Sales. I appreciate your offering me the position, but I have accepted an opportunity elsewhere that is more suited to my skills and experience.

Thank you for your interest and for providing me the opportunity to learn more about your organization.

Sincerely,

*Kelly Mitchell*

Kelly Mitchell

## **Sample Acceptance Letter**

222 McCauley Street  
Chapel Hill, NC 27514  
November 21, 200-

Mr. Johnson Tate  
Manager, Pharmaceutical Sales Division  
Booker Wilson & Company  
1280 Treeline Drive  
Richmond, Virginia 70662

Dear Mr. Tate:

Thank you for choosing me as your candidate for the Sales Representative position with Booker Wilson & Company. I am delighted to accept this offer and am confident that I will be an asset to your company.

Per your request, I will report to work on June 1, 200-. I am eagerly anticipating starting my new position, and I look forward to making a contribution as part of your sales team.

Sincerely,

*Blake Johnson*

Blake Johnson