

## Rejection Letter

Employers are not the only ones to send rejection letters. Candidates may have to decline employment offers that do not fit their career objectives and interests.

**Rejecting an employment offer should be done thoughtfully and you should consult the Career Services Office if you have any questions. Indicate that you have carefully considered the offer and have decided not to accept it. Also, be sure to thank the employer for the offer and for consideration of you as a candidate.**

Jean Smith  
206 Bruce Drive  
Virginia Beach, VA 23466

April 20, 2001

Mr. Carl Santos  
Santos & Santos  
1700 Colonial Parkway  
Williamsburg, VA 23176

Dear Mr. Santos:

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

I enjoyed the time I spent and the members of your firm that I met. There are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest 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,

(Written Signature)

Jean Smith