

345 Main Street
West Chester, PA 19380

April 24, 2014

Mr. John Smith
Ajax Widgets Company
1223 Foster Ave.
Philadelphia, PA 19104

Dear Mr. Smith:

Thank you very much for offering me the position of chemical technician with Ajax Widgets Company. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

Ajax Widgets is a strong organization and there are many aspects of the position that are very appealing to me. I believe, however, it is in our mutual best interests that I decline your offer. As we discussed, my training and interests in chemistry are not as represented within this role. This has been a challenging 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 extended to me. It was a pleasure meeting you and your team.

Sincerely,

Rammy W. Chester

Rammy W. Chester

As a job candidate, you may decide to decline employment offers that do not fit your career objectives and interests. Rejecting an employment offer should be done thoughtfully. 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 consideration of you as a candidate. As a professional courtesy, you should telephone the contact person to decline the offer verbally, offering a consistent brief explanation as to why; you should then immediately follow up with the letter.