



**CAREER  
DEVELOPMENT  
OFFICE**

## ACCEPTING & DECLINING OFFERS

DOCUMENT CREATION › OTHER CORRESPONDENCE



### ACCEPTING OFFERS

Your Street Address  
City, State Zip  
XXX-XXX-XXXX  
you@email.com

February 28, 20XX

Contact's First & Last Name  
Company Name  
Company Street Address  
City, State Zip

Dear Mr./Ms. Last Name:

I am pleased to accept your offer for \_\_\_\_\_ (*position*) with \_\_\_\_\_  
\_\_\_\_\_ (*company*) and I am looking forward to joining you and your team next month.

The \_\_\_\_\_ (*position*) is ideally suited for my background and interests. I assure you I  
will give you my best effort in making this an effective position within your \_\_\_\_\_.

I enjoyed meeting with you and your staff and appreciated the professional manner in which the hiring  
was conducted.

Sincerely,

Your Name

**Note:** Once you accept a job offer, whether via Carey Compass or in your independent job search, you are expected to withdraw completely from the job search process. If you are uncertain as to whether you should accept an offer, please consult with a career coach. Reneging is unprofessional, jeopardizes your reputation, and reflects poorly on the Johns HopkinsCarey Business School. If you renege on an offer, the Career Development Office may block you from participation in any additional on-campus interviews.

## DECLINING OFFERS

**Note:** We strongly encourage you to contact the organization by phone to formally decline the offer and then follow up with an official letter. Remember to be courteous and never say anything negative about the employer. Negative statements reflect on you, not just the employer.

Your Street Address  
City, State Zip  
xxx-xxx-xxxx  
you@email.com

February 28, 20YY

Contact's First & Last Name  
Company Name  
Company Street  
City, State Zip

Dear Mr./Ms. Last Name:

Thank you very much for your telephone call and letter offering me the \_\_\_\_\_ (*position*)  
with \_\_\_\_\_ (*company*).

While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have had another offer which I believe more closely aligns with my current career goals and interests. Therefore, although it was a difficult decision, as I explained when we spoke by phone this morning, I must decline your offer. I do appreciate all the courtesy and hospitality extended to me by your office, and I wish you the best in your endeavors.

Sincerely,

Your Name