

## Sample letter accepting offer

**Chris Planner**

1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345

E-mail: [chrisp@iastate.edu](mailto:chrisp@iastate.edu)

December 1, 2005

Edward Jones, Director  
Slayton Regional Development Center  
2401 Broadway Avenue  
Slayton, MN 34567

Dear Mr. Jones:

*In your acceptance letter, confirm starting and ending dates, salary and other details of the position offer.*

This letter is to confirm my acceptance of the summer internship with Slayton Regional Development Center and the details of the offer. As stated in our telephone conversation, I will begin work on May 15 and my last day of work will be August 4, 2005. I understand that I will work a minimum of 40 hours per week and my salary will be \$10.00 per hour.

*Keep it brief!*

The offer is exciting to me and I am looking forward to working with the Slayton Regional Development Center.

Sincerely,

Chris Planner

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## Sample letter declining an offer

**Chris Planner**

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*If you decide not to accept a job offer, it is essential to notify the organization quickly so they may proceed with alternate plans. This is a courtesy and demonstrates good manners.*

*You can let them know of your decision through a personal telephone call or via E-mail; however, a personal letter is strongly recommended as a follow-up. Never burn your bridges. You may be seeking a position with this same organization in the near future or have professional contact with them.*

*Although it is not essential to explain why you have accepted another position, in certain situations, you may find it appropriate to include a brief explanation.*

December 1, 2005

Edward Jones, Director  
Slayton Regional Development Center  
2401 Broadway Avenue  
Slayton, MN 34567

Dear Mr. Jones:

After careful deliberation, I have accepted an internship with another planning organization that is within driving distance of my hometown. The decision was difficult because of the excellent reputation of the Slayton Regional Development Center and the quality of the internship. Thank you for offering me the internship and the time you spent interviewing me.

Sincerely,

Chris Planner

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