



CAREER CENTER
ST. CLOUD STATE UNIVERSITY
320.308.2151
Centennial Hall 215
www.stcloudstate.edu/careercenter

Rejecting a Job Offer

Even when you decide to reject an employer's job offer, keep in mind that the same employer might have a better opportunity for you in a year or two. To demonstrate your professionalism, it is recommended that you inform the employer in writing that you are declining their offer.

Keep your letter polite, brief, and avoid getting into any specifics regarding your reasons for rejecting their offer. This will help make it easier to avoid burning any bridges. All that you really need to include in your letter are:

- Thanks and appreciation for the offer
- Written rejection of the job offer

Address the letter to the person who offered you the position and include your contact information. To further demonstrate your professionalism, make sure that your letter is well written and does not contain any mistakes.

Sample Letter

August 12, 20XX

Mr. James Alexander
District Manager
Acme Corporation
55 Archway Road
St. Paul, MN 55460

Dear Mr. Alexander,

Thank you very much for offering me the position as an Account Representative with your organization. I sincerely appreciate you taking the time to interview me and share information on the position and your organization but after much deliberation, I have decided to accept a position with another company.

Again, thank you for your consideration. I wish the best for your company.

Signature

John Jorgenson
320-555-5555
jjjorgenson@email.com

