

Declining the Offer Sample

1919 Hass St.
La Crosse, WI 54601
(123) 456-7890
SGreen@email.com

March 29, 2008

Rick Johnson
Oswald Electronics
7254 Industrial Blvd.
Wells, NV 89801

Dear Mr. Johnson:

Thank you for the time you spent with me last week explaining more fully the Purchasing Agent position, and I appreciate the generous offer I received from you in the mail today.

Unfortunately, I must decline your offer at this time because I just accepted a position yesterday. I do believe your organization is excellent and I am confident I would have enjoyed working with you and your team. Perhaps in the future we may be able to work together.

Best wishes for continued success.

Sincerely,

Signature
Sally Green