

Letter of Refusal

(Use the same letterhead & contact information found on all correspondence & resume.)

Date

Mr. James Doe
Human Resources Manager
Engineering Division
Big Company
City, State Zip Code

Dear Mr. Doe:

Thank you for offering me the position of Project Manager for the Dallas office of Big Company. Thank you for taking the time to discuss the detail of the position and give me the time to consider your offer.

Big Company is an attractive and competitive company with numerous professional opportunities available within the organization. There are many aspects of the position that are appealing to me; however, I feel that it is in our mutual interest for me to decline your generous offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Again, thank you for the time and consideration you have extended. It was a pleasure meeting you and your fine staff.

Sincerely,

(Your signature)

Stan Student