

Declining An Offer Letter

Block Format

Your Street Address
City, State, Zip

Date

Person's Name, Title
Company Name
Street Address
City, State, Zip

Dear Mr. or Ms.:

Thank you very much for offering me the position of Administrative Assistant with (insert company name here). I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy you have given me. It was a pleasure meeting you and your fine staff.

Sincerely,

(Written Signature)

Your typed name