

ACCEPTING AN OFFER

Once you have been given an offer, it might be helpful to talk to a career counselor about comparing, accepting, or declining the offer. Make an appointment or stop by during our drop-in hours.

An acceptance letter confirms you are taking the job and shows your appreciation for the offer. Acceptance letters also clarify and restate your understanding of the position.

- **CONFIRM YOUR ACCEPTANCE:** Your opening paragraph should confirm acceptance of employment, indicating both the particular position and the starting date.
- **RESTATE YOUR UNDERSTANDING OF THE POSITION:** Briefly restate your understanding of the salary, assignment (position), starting date and work location. Additionally, mention any requirements or provisions previously discussed, such as testing (medical examinations or drug testing), orientation program or completing company employment or insurance forms.
- **EXPRESS APPRECIATION:** Mention your ability to contribute to the company and express enthusiasm about your employment.

ACCEPTANCE LETTER

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Project Coordinator Position Offer

Dear Ms. Doe:

Thank you for offering me the Project Coordinator position with XYZ Company. I am delighted to accept this position, and I am eager to start on July 20, 2018.

I understand that this position starts with an annual salary of \$40,000 with eligibility for performance and salary review after six months. I also understand that this offer is contingent on passing a background check and drug test. I have attached my completed employment form with this email.

Thank you again. I look forward to working directly with you and contributing my project administration skills to your team.

Sincerely,
Maria

Maria Torero
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu



Always include your contact information
in your email signature.

DECLINING AN OFFER

If you decide to decline a job offer, be professional, concise and courteous. If you have accepted a job offer while in the application or interview process with other organizations, inform these employers about your decision and withdraw your candidacy as soon as possible.

- **BE PROMPT:** As soon as your decision has been made, call the hiring manager and write a letter declining your offer.
- **BE COURTEOUS:** You never know if a contact or company might be part of your future plans. Keep your options open by thanking those you interacted with for the opportunity.
- **KEEP IT SHORT:** The company values your experiences by offering you a position, no need to restate accomplishments.

DECLINE LETTER

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Project Coordinator Position Offer

Dear Ms. Doe:

Thank you for offering me the Project Coordinator position with XYZ Company. After carefully considering all the options, I have decided to pursue another employment opportunity that matches my current career interest and aspirations more closely. Therefore, I respectfully decline your offer.

Thank you again for considering me for this position. I thoroughly enjoyed our conversation during the interview, and I admire your organization's mission and vision. I wish you all the best in developing your new business ventures.

Sincerely,
Maria

Maria Torero
1234 Linda Vista Road #56
San Diego, CA
(619) 260-1234
mtorero@sandiego.edu



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