

Sample: ACCEPTING A JOB OFFER

Ms. Marianne Williams, Employment Manager
Fleetwood Enterprises, Inc.
90 Dehring Street
San Francisco, CA 94088

Dear Ms. Williams:

I am pleased to accept your offer of employment with Fleetwood Enterprises, Inc. The position of Research Analyst is exactly the opportunity I was seeking, as it will allow me to utilize my academic background and experience in a productive way.

As stated in your letter, I will begin work on October 1, 1997. In the meantime, I will complete the required forms you provided and arrange for the physical examination. Please advise me if there is anything further I need to do prior to my start date. I can be reached at 909/985-0000.

I was impressed with the individuals I met during my on-site interview and with the innovative research being conducted at Fleetwood Enterprises, Inc. This is an exciting time for the telecommunications industry. I look forward to being a member of the Fleetwood team.

Sincerely,

Terrance Terry
45 City Terrace Drive
San Francisco, CA 94000

Sample - DECLINING A JOB OFFER

Ms. Diane Say, Partner
Ernst & Young
444 N. Wilshire Blvd.
Los Angeles, CA 90017

Dear Ms. Say:

I want to thank you for the generous offer extended to me regarding the position with Ernst & Young in the Los Angeles branch.

From my first interview with your firm I was impressed by the quality of the organization, the professionalism of the staff and by the opportunity for learning as an employee. My decision to accept another offer with a different firm was a very difficult one, but most appropriate for my present situation.

Thank you again for your time and consideration.

Sincerely,

John Black
P.O. Box 1222, Chapman University
Orange, CA 92866