

Sample E-mails to Accept or Decline a Job Offer (Alumni)

Accepting an Offer:

Dear Ms. Griffin,

Thank you very much for extending the offer to be an associate at your firm. I enjoyed meeting with you and your team while interviewing, and I am excited to start working with you shortly.

Please let me know if you need any additional details or items before I begin.

I really appreciate this opportunity, and I look forward to being a part of your team.

Sincerely,

Amy Harold

Important Points:

- Express gratitude – saying “thank you” to the offer
- Clearly accept – do not let the employer doubt that you have accepted the offer
- Offer to share additional details – think of what else the employer may need to know

Declining an Offer:

Dear Mr. Henrik,

Thank you for taking the time to meet with me about the opening at the firm. While I appreciate the offer you have extended, I have now accepted an offer with another employer.

I wish you the best with your recruitment, and I look forward to meeting again at upcoming bar association events.

Thank you again.

Best regards,

Simon Palmero

Important Points:

- Express gratitude – thank employer for the offer
- Clearly decline offer – you may provide the reason you are declining, but this is not mandatory
- Keep in touch – employer may have additional opportunities for you in the future or you may cross paths in the legal community