

# Sample E-mails to Accept or Decline a Job Offer (Current Students)

## ***Accepting an Offer:***

Dear Ms. Griffin,

Thank you very much for extending the offer to be a law clerk at your firm. I enjoyed meeting with you and your team while interviewing, and I am excited to start working with you next semester.

Please let me know if you need any additional details before I begin, such as my class schedule or start date.

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

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## ***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 am now committed to working for another employer during the timeframe we discussed.

Please keep me in mind for any future openings at your firm. I will be sure to keep in touch with you, and I look forward to hearing about all of your success.

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