

Examples of Offer Responses

Accepting the offer

Dear Hiring Manager:

As we discussed on the phone, it is with great pleasure I accept your job offer for JOB TITLE at COMPANY NAME. I am eager to make a positive contribution to the company and work side by side with the rest of the team.

As discussed, the monthly salary will be \$... and the company will provide ... insurance for my dependents and I.

I look forward to starting employment on ... I will send (or bring) you the completed employment forms by DATE

Sincerely,

NAME

Declining the offer

Dear Hiring Manager:

Thank you very much for offering me the opportunity to work at COMPANY NAME. I appreciate your time throughout the interview process.

It was a difficult decision, but I have decided to decline this offer.

I would like to thank you again for the opportunity and express my regrets that it did not work out. You have my best wishes for your continued success. I wish you and the company well in all future endeavors.

Sincerely,

NAME

Multiple job offers from different employers

Dear Hiring Manager:

Thank you very much for offering me the opportunity to work at COMPANY NAME. I am very interested in the prospect of joining the team.

Another employer has provided a counter offer, although COMPANY NAME is my preferred choice. With my skills, experience and this counter offer, I am wondering what can be done to move the initial salary offer closer to \$...

I believe that I will make a strong impact in this role with my skills and experience. I would like to make sure I start off at the right level. I look forward to working out these details and accepting the job offer.

Sincerely,

NAME

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