

How To Decline a Job Offer You Already Accepted

Sometimes you change your mind after accepting a new job. This can be an uncomfortable experience, but as long as you have not signed an employment contract with the company, you are allowed to change your mind.

Here are the steps you need to take

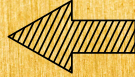
Think it through: make sure you are 100% certain you do not or can not take the job. Once you turn it down, there is no way back!



Read your contract: if you already signed your contract, read it carefully to be certain that it is legal to turn the job down.



Be honest but tactful: tell the employer without insulting him or her why you changed your mind. When you think you would not get along with the other employees, say that you think the company culture does not fit you



Do not wait: employers need to know as soon as possible that you no longer want to accept the job since they will need to look for other candidates.



Be concise: keep your explanation brief. No matter what your reason is for turning down the job, do not go into all the details



Express gratitude: make sure to thank the employer for the opportunity. Explain that turning down the job was a hard decision.



Choose the right form of communication: speaking on the phone or in person to the employer is the best strategy. This way you can explain yourself more clearly. Make sure to follow up with a letter or email confirming the conversation.



Know your bottom line: the employer might try and convince you not to turn the job down. Would negotiations make you second guess your decision? Be aware that if you decide to accept the job after new negotiations, your relationship with your employer might be something you have to work on...



Learn from this: try to avoid these situations in the future. When you are not sure if you should accept the job, ask for more time. This is better than accepting the job and turning it down later because in your excitement you did not think it through carefully.