

OFFER LETTER FORMAT
Declining Offer

www.citadel.edu/career_services/Interviewing.htm

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Header from Your Resume

Interviewer's Name
Title
Company Name
Mailing Address
City, State, Zip Code

Dear _____:

First Paragraph. Thank the employer for considering you for a position in their company. Refer to a positive aspect about the interview(s).

Second Paragraph. Thank the employer for the offer, politely decline and express that you do not feel the company to be a match for your current career interests and objectives at this time. (Keep the door open in the event that a future opportunity with the company matches your interests).

Sincerely,

Your signature.

Your typed name.
Phone Number