E-mail | Phone Date

Your Letter Accepting an Offer Should:

* Be a follow-up to a phone call acceptance
* Include basic details such as job title, starting location and date
* Thank the employer for the opportunity

Contact Person’s Name Position Title Company

Address

City, State, Zip

Dear Mr./Ms. :

Thank you for offering me the position of Credit Research Analyst at Mass Mutual Financial Group. I am writing to confirm my acceptance of your offer. As stated in your offer letter, dated January 1, 2014, my starting salary will be $35,525, with an added allowance of $2,500 for moving expenses to be mailed upon receipt of my acceptance letter.

Again, thank you for the opportunity. I am looking forward to beginning work on April 20, 2014. If you need any additional information or paperwork prior to then, please let me know. I am happy to provide it.

# Sincerely,

*Cathie Coggin (signature)*

Cathie Coggin

E-mail | Phone Date

Your Letter Declining an Offer Should:

* Be a follow-up to a phone call declination
* Include a statement of appreciation for the offer
* Give a reason for declining the offer
* If possible, leave the opportunity for future contact open

Contact Person’s Name Position Title Company

Address

City, State, Zip

Dear Mr./Ms. :

Thank you for offering me the position of Banking Operations Associate at Great Bank’s Charlotte office. As I mentioned over the telephone, I regret that I have to decline the offer. I have been consistently impressed with Great Bank’s commitment to its customers and employees. However, I have had another offer with an organization closer to my hometown in Central Florida. After much thought, I have decided to accept that offer.

Again, thank you again for your offer, and I wish you the best in your future endeavors.

# Sincerely,

*Cathie Coggin (signature)*

Cathie Coggin