

Letter Rejecting a Job Offer

August 08, 2022
9518 Fairview Ave,
Manassas, VA 20110

Mr. Andrew Gary
Head, Creative Department
ABZ Publications
456 E Red Bridge Rd,
Kansas City, MO 64131

Dear Mr. Jones:

Thank you for your recent letter and offer for position with your firm. I was excited and pleased when received your offer and gratified that my background and skills matched your needs.

However, I recently received an offer from one of the other publication organizations I was interviewing with. After reviewing your very generous and kind opportunity against the other option, I have reluctantly decided to decline your position. I can assure you, it has not been an easy decision for me. But in reviewing and comparing the situations, benefits, and potential of both positions, I believe that my needs and personal and professional growth as an illustrator will be best met with another organization.

Please extend my gratitude to staff for their time and generous insights. I am sure in the future our paths will cross again. I look forward to potential professional interactions with you and your firm.

Thank you again for your offer. I look for to meeting you again someday soon in a professional capacity.

Sincerely yours,
Bonnie Smith