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Sample Letter of Acceptance (via email)

Dear Ms. Smith:

I am very excited to accept your offer to join XYZ Nonprofit as a Program Coordinator. As we discussed over the phone, my starting date will be July 15, 2016. I understand that I will be based in New York City with the possibility of relocation in the future. I also understand my starting salary will be \$47,500. If there is any additional information you need, please feel free to contact me and I will be happy to provide it.

I am looking forward to working with XYZ Nonprofit and am eagerly awaiting my start date.

Sincerely,

James Jones

Accepting a Job Offer

Once you have decided to accept a job offer, immediately confirm your acceptance in writing. Refer to the salary offer made and outline the terms of your employment. Confirm the date you will be reporting to work, and ask any other questions you may have.

Close the letter with an expression of your appreciation and pleasure at joining the organization.

Turning Down an Offer

As soon as you decide to accept a job offer, call or write to all the other organizations that have expressed interest in you or have made offers to inform them of your decision. Make sure not to burn any bridges – you can never be sure when you may have to work with the organizations professionally, or when you may want to contact them again about employment.

Be positive when declining an offer. If appropriate, advise the employer where you will be going to work or, if you are continuing in higher education, where you have enrolled. You need not indicate why you have accepted the other position or what the starting salary is. Always express your appreciation for any offers extended and the interest and confidence the employer has shown.

Sample Letter of Decline (via email)

Dear Mr. Green:

After careful consideration, I most regretfully decline your offer of employment. This has been a difficult decision. At this time, I have accepted employment with XYZ Nonprofit.

I am very impressed with your organization, the people and the job. However, I feel I have made the most appropriate decision for my professional development. I look forward to keeping in touch and thank you for your time and consideration.

Sincerely,

James Jones