

SAMPLE JOB OFFER DECLINATION LETTER

1322 Manitowoc Road
Green Bay, WI 54311

May 25, 20XX

Mr. Steven Rogers
Director
Point Beach Nuclear Plant
123 Energy Road
Manitowoc, WI 54220

Dear Mr. Rogers:

As I have expressed to you previously, I have been consistently impressed by the quality of the application process at Point Beach Nuclear Plant. I was pleased to speak with you on Monday and hear that I have been offered a position with your team.

As I mentioned to you Monday during our interview, I have received two other offers, both of which are located in Madison, WI. After careful consideration, I have decided that these offers would present me with an option to return to an area closer to my desired geographic area, therefore, I must decline your offer at this time.

I thank you for the thoughtful consideration and the offer I received. I look forward to possibly seeing you in the near future, and I wish you the best of luck in your search for an appropriate candidate.

Sincerely,

Sally B. Phoenix

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