

Accepting or Declining a Job Offer

[Date]

[Hiring Manager's Name]
[Company Name]
[Department]
[Company Address]
[City, State ZIP Code]



Dear [Hiring Manager's Name],

I am writing to formally accept the [Job Title] position at [Company Name], as outlined in the offer letter dated [Offer Date]. I am honored to join your team and excited about the opportunity to contribute to [mention specific department, team, or project if applicable]. I appreciate the confidence you have placed in me, and I am eager to bring my skills and enthusiasm to [Company Name]. As discussed, I understand my start date will be [Start Date], and my salary will be [Salary Amount], with the benefits outlined in the offer. Please let me know if there are any forms or documents I need to complete prior to my start date. I look forward to working with you and the rest of the team. Thank you again for this wonderful opportunity.

Sincerely,

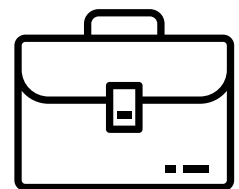
Your Signature,

[Print Your Name]

.....➔

[Date]

[Hiring Manager's Name]
[Company Name]
[Department]
[Company Address]
[City, State ZIP Code]



Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I sincerely appreciate the time and effort you and your team invested in the interview process and in sharing more about the role and your organization. After careful consideration, I have decided to decline the offer at this time. This was not an easy decision, as I hold [Company Name] in high regard and was genuinely impressed by the team and the exciting work being done. However, I have concluded that another opportunity more closely aligns with my career goals and current circumstances. I am truly grateful for the offer and your interest in me as a candidate. I hope we may cross paths again in the future, and I wish [Company Name] continued success.

Sincerely,

Your Signature,

[Print Your Name]