

# HOW **2** guide:

## Interviewing: Accepting/Declining Job Offers

Congratulations, you have been offered a job! Whether you accept or decline the offer, you should handle this transaction with the utmost professionalism, and communicate your intentions in writing.

### ACCEPTING THE OFFER

If you have verbally accepted the offer, it's a good idea for there to be some official documentation so that both you and the employer are in agreement as to the details of your employment. Every company handles this differently. Some will send you an offer letter (sometimes called an employment agreement or employment contract) for you to sign and return. If this is the case, carefully review the document to ensure it is accurate, and make a copy for your files before sending it back. Getting an offer in writing is especially helpful if you are a candidate for other jobs. Once you have the offer letter, you may feel better about withdrawing your candidacy from those other jobs. If the company doesn't state whether they send a written offer, make sure to ask. If they state that it is not their policy, it's a good idea for you to send a letter (or email) to the company contact restating your understanding of the offer.

Here is some sample verbiage for your consideration:

*Thank you for your offer of employment as a (title of position) at (name of company.) As we discussed on the phone on (date), I am delighted to accept your offer and look forward to beginning work on (state date) at your (name of city) location. You indicated that I will be receiving an annual salary of \$(amount) and will be reporting to (name of supervisor.) At your earliest convenience, please let me know you have received this and that the above information is accurate. Once again, I am very excited about this opportunity and look forward to working at (name of company.)*

### DECLINING THE OFFER

When declining an offer, do so with a phone call first, then follow-up in writing. Never say anything negative in writing about the employer, even if you had a negative experience. A decision to decline an offer is usually based on the fact that another offer is a better fit for your interests and goals. It is fine to state this, without giving details about why the declined offer. It is not necessary to state whose offer you accepted. ***Decline graciously so as not to burn bridges!***

Here is some sample verbiage for your consideration:

*Thank you very much for your telephone call to offer me the (title of position) position at (name of company.) While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have received another offer which I believe more closely matches my current career goals and interests. Therefore, I must decline your offer. As I explained when we spoke by phone this morning, this was a very difficult decision. I do appreciate all the courtesy and hospitality extended to me by your office, and I wish you well in your endeavors.*

### WITHDRAWING YOUR CANDIDACY FOR A JOB

Accepting a job offer ethically obligates you to cease job search efforts and to notify other prospective employers that you are withdrawing your name from their consideration. As soon as your decision is made, promptly notify other employers with a phone call. Make every effort to speak to your contact in person rather than leaving a voicemail message. Follow up with an email. ***Withdraw graciously so as not to burn bridges!***

Here is some sample verbiage for your consideration:

*I want to express my sincerest appreciation to you for including me in the interview process as you seek candidates for the (title of position) position at (name of company.) I have enjoyed meeting with the members of your staff and think you have an outstanding operation. However, as I explained when we spoke on (date), I respectfully withdraw from consideration for your position. I have decided to accept another employment offer which I believe very closely matches my current skills and career goals. Thank you again for the opportunity to explore career possibilities with your company.*

**This information is provided as a resource and should not be construed as legal advice for any particular situation.**