

Rejection Letter - *The candidate declines an offer of a job. Notice the positive tone which "keeps the door open" for other jobs in the future. This letter contains a letterhead format created by the candidate.*

12 Momar Drive

Marcia Englehard

Ramsey, NJ 07440

201-327-4154

April 2, 2018

Ms. Corinne Danbury
Smith Barney
29 Allister Drive
Forest Hills, NY 19292

Dear Ms. Danbury:

Thank you for the kind offer of employment as a Financial Sales Representative for Smith Barney. Your telephone call made me very excited, especially since I know your firm has rigorous requirements for new hires.

While taking two days to consider your offer, I did some serious soul-searching regarding my career direction after college and have decided to pursue my interest in corporate communications. As you will recall, we discussed my interest in this area during my interview, and I indicated at that time that I was interviewing for both financial sales and corporate communications positions. Although I do not have a job offer in corporate communications, I would like to put all of my energies into securing one.

I intend to search for six months for a corporate communications position; in the meantime I will sign up with a temporary agency. However, if I am unsuccessful, I hope you will reconsider my application to your firm. I have a great respect for Smith Barney and appreciate your time and consideration. I just feel I must put more effort into finding a job in corporate communications before I pursue a position in financial sales.

Thank you again for the offer and your time.

Sincerely,

Marcia Englehard