

Declining the Offer Letter Sample

To: mkramer@programresources.com
Subject: Regarding the Biochemist Position
From: rrr5555@psu.edu

Dear Mr. Kramer:

Thank you for considering me for a position as a Biochemist at Program Resources, Inc. I enjoyed my visit to your organization and was very impressed with the facilities and staff.

After much thought and consideration, I must respectfully decline your offer to join Program Resources, Inc. After learning more about the position, I feel that it is not the best match with my skills and interests at this time.

Once again, I greatly appreciate your consideration.

Sincerely,

Thomas Hammermill