



# Sample Letter of Refusal

F6

123 Career Street  
City, State Zip  
Date



Casey Collegiate's  
Address

Mr. James Doe, Human Resources Manager  
Animal Nutrition Division  
Big Company  
City, State Zip

Dear Mr. Doe:

Thank you very much for offering me the position of Administrative Manager for the Dallas office of Big Company. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

I am very impressed with Big Company and the opportunities available within the organization. There are many aspects of the position that are very appealing to me. However, I feel that it is in our mutual interest for me to decline your generous offer. This has been a very difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the time and consideration you have extended to me. It was a pleasure meeting you and your fine staff.

Sincerely,

*Casey Collegiate*

Casey Collegiate



Casey Collegiate's  
Signature