

# Additional Letters

There are times when you may have to send different letters to an employer.

This handout overviews other types of letters you may find yourself sending to an employer.

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## Letters Accepting a Job Offer

Follow the same professional writing tips (discussed with cover letters and thank you letters) when you write a letter to accept a job or internship offer. Within the body of your letter, you should:

- Accept the offer (refer to an earlier phone or personal conversation or an offer letter).
- Restate your job title, agreed upon compensation, travel plans, if any, expected start date and any other pertinent information.

Express your appreciation and enthusiasm about joining their organization.

## Letters Declining a Job Offer

For those positions that you decline, it is good practice to speak with the employer and follow-up with a professional letter. Within the body of your letter, you should:

- Communicate your appreciation for their offer
- Decline the offer graciously and express the difficulty of making this decision

Thank the employer once again for his or her time and effort

## Letters in Response to Rejections

If you don't receive an offer or if you receive a letter of rejection from an organization that you would love to work for, write a letter to express your continued interest in future opportunities and to thank them for their time and effort. This type of letter can be challenging to write but can make the difference in order to keep the door open for future opportunities with that particular organization.