

SAMPLE CORRESPONDENCE
(LETTER OF REJECTION AFTER A JOB OFFER)

IM A. SAMPLE II
4321 South 55 Street
Bellevue, Nebraska 68005
(402) 291-5432
Imasample2@xxx.net

(Current Date)

Mr. John Smith, Director
Marketing and Public Relations
National NonProfit Association
1234 Farnam Street
Omaha, Nebraska 68112

Dear Mr. Smith:

Thank you for offering me the position of Marketing/Public Relations Intern with your organization. I appreciate your confidence in my ability to handle the many challenges of the position.

The position is indeed one that would make good use of my education and experience while allowing me to enhance and strengthen my overall skills and qualifications. However, after careful consideration, I have decided to pursue other options that will more closely match my long-range career goals.

Again, thank you for your time and consideration. It was a pleasure meeting you and learning more about your organization and marketing strategies.

Sincerely,

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