

## SAMPLE REJECTION OF OFFER LETTER

821 Johnson Drive  
Terre Haute, IN 47802  
812-555-3333

July 12, 2009

Mr. Tom Lewis  
President  
Lewis Enterprises  
200 Executive Drive  
Chicago, IL 58347

Dear Mr. Lewis:

I would like to express my appreciation for your offer of the Construction Manager position with Lewis Enterprises. It is indeed a generous offer. However, after much consideration, I feel I must decline as I have accepted a position with a smaller firm where my responsibilities will be very specialized and more in line with my long-term career goals.

I appreciate having met with you and your staff. I was very impressed with the high level of professionalism in your organization. You really have a top-notch team.

Thank you for your time and consideration. You have my best wishes for your continued success.

Sincerely,

Paul Scott