MANAGING JOB OFFERS

COLLEGE OF CHARLESTON CAREER CENTER | CAREERCENTER@COFC.EDU

ACCEPTING AN OFFER

After receiving a written offer that you intend to accept, provide your response promptly so that the employer can proceed with the hiring process. When responding, you may call the employer, but it is most appropriate to send a formal acceptance letter via email. In your acceptance letter, be sure to include a note thanking them for the opportunity and aspects of the position or company that you are particularly excited about. Clearly state that you accept the offer and write out the details of the offer that you both agreed upon.

After accepting an offer, promptly contact any other organizations that have extended offers to you, declining them in a professional and courteous manner. Also be sure to inform other employers who are still considering your candidacy. They need to be able to move forward in their search, just as you have done. It also demonstrates professionalism, as well as keeps the door open for future opportunities with the companies, should they surface.

Once you accept an offer, honor all aspects of that commitment as is expected of general business ethics. If you are unsure about the offer and need guidance, contact the Career Center or a mentor before you accept. It is unprofessional and inconsiderate to accept an offer in good faith and then decline after the fact (referred to as "reneging"). If there is another company you are hoping to get an offer from or have other extenuating circumstances, there are ways to professionally communicate this to a company before accepting an offer.

ACCEPTANCE LETTER SAMPLE

Dear _____,

Thank you for considering me for the (position) at (company). I very much enjoyed meeting the members of the team and was especially impressed by ___. The ___ made it particularly helpful in making a decision.

I would like to express my gratitude for this opportunity, and I happily accept the offer to assume the (position) in (location) at (salary number) beginning on (date). (Include any other details about the offer).

I am excited to work with this exceptional team, and I look forward to beginning soon.

Sincerely,

_______
DECLINING AN OFFER

If you choose to decline an offer, provide a timely response to the employer. Keep in mind that while this position may not be a fit for you now, there may be another opportunity to work with this same organization in the future. Leave a lasting good impression with how you decline this offer. It is appropriate to send a letter to decline via email. In your letter, thank them for the opportunity, briefly and kindly address why you have chosen to decline at this time, and wish them the best.

LETTER TO DECLINE SAMPLE

Dear ________,

Thank you for considering me for the (position) at (company). I very much enjoyed meeting the members of the team and learning more about your company.

I am grateful for the offer that has been extended to me. However, after further consideration, I do not feel that this opportunity is aligned with my career objectives at this time, and I would like to decline this offer. However, I appreciate your time and I wish you the best as you fill this position.

Sincerely,

_________