ACCEPTING A JOB OFFER

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.

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 via email for the employer and your records. In your acceptance letter, be sure to include a note thanking them for the opportunity and aspects of the position that you are excited about beginning within your initial days of starting in the role. Clearly state that you accept the offer and write out the details of the offer that you both agreed on.

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 to future opportunities with the companies, should they surface. You may also contact your references reiterating your gratitude and telling them that you accepted X position with Y company.

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 (insert something you liked about the company). The (insert a task or initiative you are excited to take on) 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) beginning on (date). (Include any other relevant details about the offer).

I am excited to work with this exceptional team, and I look forward to beginning soon. Please let me know the expected next steps in the process.

Sincerely,

Clyde Cougar

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 good fit for you now, there may be another opportunity to work with this same organization in the future, so it is important to provide a professional letter to decline. Leave a lasting good impression with this employer in the event that you apply for their company in the future. 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.
Dear __________,

Thank you for considering me as a candidate for the (position) at (company). I very much enjoyed meeting the members of the team and learning more about your company and it’s mission.

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,

Clyde Cougar