

Rejection letter.
Пример

Mr. Stan Green
Recruiting Coordinator

Dear Mr. Green,

Thank you for the offer that you extended for an internship position in your Client Relations Department. The offer was very attractive, and I had much to consider in reaching my decision.

Unfortunately I must decline your offer of employment to take a position in the advertising department of Action Figures Magazine. The deciding factors included the fact that they are located in my home town and that I hope to work with a magazine upon graduation.

I appreciate your interest in me and wish to express again my gratitude for your courtesy and consideration.

Sincerely, Charles Oh