

Offer Management Guide

5 Steps to The Acceptance Letter

Why Write an Acceptance of Offer Letter?

Whether it's an internship, job or residency position, you send an acceptance of offer letter to professionally "close the loop". It acknowledges that you received the employer's offer and accept the conditions of employment. It also verifies that you have the same understanding of the offer as the employer.

When Do I Send an Acceptance of Offer Letter?

After you receive a written offer letter, which spells out the details of the offer (salary, benefits, start date. Etc.) Often, the timeline in the hiring process is:

1. You, the candidate, and the employer interview in person.
2. The employer phones you with a verbal offer.
3. During that same call, you thank employer for their offer, and request written summary/offer letter of what was verbally offered. It is also possible that you negotiate at this point. Finally, ask for 2448 hours to consider/review their offer.
4. During follow up phone call, initiated by you, you verbally accept offer.
5. Employer sends written offer letter within a few days, with compensation info, start date, etc.
6. **You, the candidate, respond with a written acceptance of offer letter to employer.**

Do I Always Have to Write an Acceptance Letter?

No. Sometimes the employer will have you sign a document that they generated. But if not, after you receive the offer letter, send an acceptance letter in response.

What is the Format?

An acceptance of offer letter is often 4-8 sentences long. In the document, you:

1. **Accept their job offer**
2. **Share your enthusiasm for position**
3. **Summarize your understanding of the agreement**
4. **Close with contact information in case the need additional information**

Should I Send My Letter by Email or the Post Office?

Either is appropriate. The main goal is that you have a copy.

Acceptance Letter Samples (Dissected)

Sample 1

January 2, 0000

Ella Fitzgerald
123 Kaiser Road
San Francisco, CA 00000

Dear Dr. Fitzgerald,

It is my great pleasure to accept your offer of employment as an Associate at Jazz Dental Practice. I am thrilled to become part of such a committed and caring team.

As we agreed, I will begin working full time on January 24, 0000, for an annual salary of \$00,000.

Please do not hesitate to contact me at (111) 222.3333, or via email at Holidayb@email.edu if you need any additional information from me. I look forward to seeing you at the end of the month.

Be well,
Billie Holiday

Declining a Job Offer Letter & Withdrawing Yourself from the Candidate Pool Letter

Why Write a “Withdrawing Yourself from the Candidate Pool” or “Declining a Job Offer” Letter?

It is considered a courtesy, and always a good idea, to inform an employer that you would like to remove yourself from consideration (before an offer) or decline an actual offer. This lets the employer move onto other candidates and lets you close out your relationship with them professionally.

How and When Do I Send Such a Letter?

As soon as you know you no longer interested. This could be when you would like to decline their offer, or have accepted another offer, or just no longer want to be consider for their position. You can send it via email or the post office.

What is the Format?

A withdrawal or declining letter is often 3-5 sentences long. In the document, you:

1. State what position you were offered
2. Decline their offer/withdraw
3. Wish them well in their search

Withdrawal & Declining Letter Samples (Dissected)

Sample 1

January 2, 0000

Jimmy Hendrix
123 Target Road
San Francisco, CA 00000

Dear Mr. Hendrix,

Thank you very much for offering me a RN position with Stanford. I regret that I must decline your offer.

Thank you for taking the time to interview me for the position. It was a pleasure meeting both you and your team, and I wish you all continued success.

Be well,
Kanye West

Sample 2

Dear Dr. Jagger,

Thank you very much for considering me for the staff physical therapist position at Kaiser Oakland's outpatient clinic. I appreciate the opportunity to interview but am writing to withdraw my name from the candidate pool. I wish you every success in your search.

Regards,
Chris Martin

Sample 3

Dear Cher,

Thank you very much for your telephone call and letter offering me the (position) with (org). While I believe firmly in the mission of your organization and appreciate the generous offer, I have accepted another offer. I am certain the selected candidate will have a rewarding experience as a part of the (org) team.

All the best,
Aretha