

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

1. Why write a 'withdrawing yourself from the candidate pool' or 'declining a job offer' letter?

Whether it's an internship or job position, it is 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.

2. 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.

January 2, 0000

Jimmy Hendrix
123 Target Road
San Francisco, CA 00000

Dear Mr. Hendrix,

Thank you very much for offering me an internship at Target this summer. 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

3. 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

Note: **you are not required to explain why you are declining their position.** It is not awkward, or rude to omit your reasons. Just focus on being brief, clear and professional.

Dear Dr. Jagger,

Thank you very much for considering me for the Pharmacist I position at Kaiser Oakland. 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

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 SFGH team.

All the best,
Aretha

Have questions? Schedule an appointment at the OCPD at 415.476.4986. We book 2-3 weeks in advance.