

ACCEPTANCE EMAIL

Dear Ms. Smith:

I am writing to confirm my acceptance of your employment offer on April 18 for the Social Media Coordinator position with a starting salary of \$49,000. I am delighted to be joining the Communications and Public Relations team at the Philadelphia location. The position is exactly what I hoped for after graduating from West Chester University. I am confident that I will make a significant contribution to the company, and I am grateful for the opportunity.

As we discussed, I will report to work at 8:00 am on June 15, and I will have completed the drug testing by that date. In addition, I will complete the employment, benefits, and insurance forms you intend to send me and bring them to the new employee orientation.

I appreciate your confidence in me, and I am happy to be joining your staff.

Sincerely,

Rammy W. Chester

DECLINE EMAIL

Dear Mr. Smith:

Thank you for offering me the position of chemical technician. I appreciate you discussing the details of the position and giving me the time to consider your offer.

Ajax Widgets is a strong organization, and there are many aspects of the position that are very appealing to me. I believe; however, it is in our mutual best interests that I decline your offer. As we discussed, my training and interests in chemistry are not as represented within this role. This has been a challenging decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy extended to me. It was a pleasure meeting you and your team.

Sincerely,

Rammy W. Chester