



The Letter to Decline

Today's Date

Ms. Chris Smith

Her Job Title

Name of Employer

Street Address

City, State Zip Code

Dear Ms. Smith:

After considerable thought, I have decided to decline your offer of research assistant as outlined in your May 15, 2014 letter. This decision was difficult for me to make; however, I am confident that it is the correct choice for this point in my career.

Thank you for your time, effort, and consideration. I appreciate your confidence in me.

Sincerely,

Addison Clark

Addison Clark