

**Sample 9: Rejection Letter
(Block Format)**

351 Kempsville Road
New City, NY 15423
March 25, 2003

Dr. George Duvall, Director
Consumer Research Labs
Colonial Products
1700 Colonial Parkway
Flemington, NJ 10974

Dear Dr. Duvall:

Thank you very much for offering me the position of research assistant with Colonial Products. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

You have a fine organization and there are many aspects of the position, which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult 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 given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

(Written signature)

Kristen Langston