

OFFICE OF CAREER SERVICES & EXPERIENTIAL EDUCATION

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Sample Refusal Letter

Andrew Johnson
412 Portland Avenue
Concord, NH 08164

May 28, 2002

Robert Parker
Manager
EquiServe
91 Mansfield Avenue
Brockton, MA 01889

Dear Mr. Parker:

Thank you for your employment offer for the position of Sales Manager with EquiServe. I am unable to accept the offer since I have accepted a similar position with another company.

Thank you for providing the opportunity to interview with you, to discuss career possibilities and to learn about the work of your organization. Best wishes for your company's continued success.

Yours truly,

Andrew Johnson

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