

Accepting or Declining Offers

Job offers can be very exciting, especially after the hard work of searching for, applying, and interviewing for positions. However, depending on your personal needs, interests, and career goals, you always have the option of accepting OR declining.

1. SAY "THANK YOU"

- Express gratitude for the offer, even if you are going to decline.

2. SHOW YOUR EXCITEMENT

- When accepting an offer, share what you're looking forward to in this role such as a specific project or skill.

3. KEEP IT SIMPLE

- Use a clear and concise structure and get to the point.

ACCEPTING THE OFFER EMAIL:

*Dear ABC,
Thank you for extending the offer for the Product Manager position at Apple, Inc. I am pleased accept the offer and I look forward to joining the team! As discussed my starting salary will be \$74,000/yr and a hybrid work style of 3 days of working from home. I am eager to use my design and manufacturing skills and can't wait to work on the new XYZ project. I'm looking forward to joining Apple on August 6th for orientation and training.*

Thank you once again, I'm grateful for this opportunity and I look forward to working with you.

DECLINING THE OFFER EMAIL:

*Dear XYZ,
Thank you for your offer of (job title) at (company name). Though it was a difficult decision, I have made the decision to accept a position with another company that is better in line with my future goals..*

I enjoyed our conversations and very much appreciate you taking the time to interview with me over the course of the past few weeks. Thank you once again for your time and consideration and best wishes to you. I hope our paths cross again in the future.

ADDITIONAL RESOURCES

[Handling Multiple Job Offers](#)