

## **Declining an Offer Letter**

747 Emerson, #1321  
Evanston, IL 60208

November 10, 200x

Robert D. Mould, PhD.  
Executive Director  
The New Day Rising Performing Arts School  
2345 Powerline Rd.  
Naperville, IL 60125

Dear Dr. Mould:

Thank you for offering me the position of Speech Pathologist with The New Day Rising Performing Arts School. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a great organization and there are many aspects of the position that are very appealing to me. However, I will be declining 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,

Grant Heart