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## GRADUATE PROGRAMS

OSU Center for Health Sciences

# Sample Letter of Refusal

### Letter of Refusal

Use the heading from your resume for your contact information

Date

Mr. James Doe, Human Resources Manager  
Engineering Division  
Big Company  
City, State Zip

Dear Mr. Doe:

Thank you very much for offering me the position of project manager for the Dallas office of Big Company. I appreciate your discussing the details of the position with me and giving me the time to consider your offer.

I am very impressed with Big Company and the opportunities available within the organization. There are many aspects of the position that are very appealing to me. However, I feel that it is in our mutual interest for me to decline your generous 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 time and consideration you have extended to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Stacey Student