

Download Sample Letter Declining A Job Interview

If you are contacted about arranging an interview for a job you are no longer interested in, you will need to decline the job interview politely. Many times, the simplest way to do this is via a letter or email. It is common practice to send resumes to every company that matches your job search criteria. When this happens, it is very likely you will get a request to interview from an employer after accepting a position from another employer. Sample Letters Declining a Job Offer Review the following sample job rejection letters and use them as templates for your own letter. Job Rejection Letter Example #1 Sample letter for declining a job offer. Further things to consider when writing job offer letters to human resources . Job Offer Letters. Job offer letters are formal letters sent from a hiring company to selected job candidates to confirm that the candidates have been offered the positions officially. A job offer letter usually comes after a candidate has successfully completed an interview ...