

Acceptance, Rejection, and Resignation Letters

This unit continues with writing letters that are used in the employment process.

Acceptance Letter

This is a great letter to be writing! It is good news — both for you and for the employer. The employer has spent time and money selecting the best candidate for a job, and you've accepted the offer and you have a job!

The letter that you write constitutes a moral contract between you and the employer. When you put your acceptance into writing, you should see that as a binding commitment to begin that job. If another, better job offer occurs in the next few days, morally, you should reject that offer since you have already accepted one position.

When a job offer is made, you may accept the offer immediately if this is a position with a company that you know without doubt that you'd like to have. It is perfectly OK, however, to ask a company for 24-48 hours before you make a decision about the job. Companies understand that you might need to talk with your family before accepting employment.

The pattern for an acceptance letter is:

1. Indicate your pleasure in being offered the job, naming the position you are accepting ... "Thank you for offering me the _____ position. I am pleased" ... and just continue with your words.
2. Use the second paragraph to confirm any facts about the job offer – i.e. starting date, salary, duties.
3. The closing of the letter is just a simple statement that you are looking forward to beginning the job. Again, be sure that all your contact information is given in this letter.

Rejection Letter

The rejection letter is a bad-news letter – it's bad news for the employer because of the time and money spent in the process of selecting the best applicant. Therefore, you must be careful to be considerate and courteous when rejecting a job offer. You must let an employer know as soon as possible if you are not accepting a position, so that the employer can go back to the remaining applicants.

The pattern for this letter is:

1. Start out positive—thank the employer for the offer – show appreciation for the time and money spent on your behalf.
2. Use the second paragraph to state any reasons that would be appropriate to share for your rejection of this job offer. Of course you want to use good judgment for your reasons. In other words, you wouldn't say "I've decided not to accept your offer because you really produce a lousy product." Your reasons might include location, duties, opportunities for advancement, etc. You actually don't need to give specific reasons, if you just want to state in general terms that

the position that you did accept more closely matches your interests and goals. You may mention the company that you have accepted employment with if you wish.

3. Close the letter with a statement of appreciation for the company having chosen you – remember, you may want to work for that company in the future.

Resignation Letter

Some companies will require a written resignation when you have decided to quit your job. You should always verbally tell your supervisor that you're leaving the company before writing such a letter.

Regardless of your reason for leaving, your letter should be friendly and tactful. Remember that this company might be contacted in the future for a reference, so don't use negative language.

This letter should include the following:

1. Appreciation and pleasant comments about the people you are leaving.
2. Reason for leaving (could include reasons such as relocation, education, family situation, advancement opportunities, etc.)
3. A statement of regret for having to leave a great organization.
4. The definite effective date that you're leaving. Remember, some companies will require a 2- or 4-week notice, so follow company procedures.
5. A sincere, cordial closing.