

January 15, 20xx

2266 Cedar Avenue
Long Branch, New Jersey 07764

Ms. Melissa McGuinness
Vice President of Human Resources
Cloverleaf Corporation
787 Avenues of the Americas
New York, New York, 10012

Dear Ms. McGuinness,

I am both grateful and flattered for your recent offer of employment with your firm as an account representative. During my interview process I was very impressed by your company and by your attitude toward incorporating the newest technology into the firm's marketing efforts.

Unfortunately, however, I must inform you that I have decided to accept employment with another employer whose business focus and long term objectives are more closely allied with my own.

A great deal of thought and discussion went into making this assessment and I hope you understand my decision to accept employment elsewhere is not a negative reflection on your offer. Perhaps our professional paths will cross again at some future date. In the meantime, thank you for the time you afforded me and to your confidence in my abilities.

Best wishes for success.

Sincerely,

Mary Hart