

Sample Letters



**BALL STATE
UNIVERSITY**
Career Center

Thank You Letter for a Reference

Dear Professor Smith:

Thank you once again for serving as a reference for me during my job search. I am delighted to tell you that I have accepted a position as an information specialist with Today's Health Magazine. The skills I developed in your business communications class were critical to my getting this job.

As I begin my new job, it is with appreciation to you for all of your help. I look forward to maintaining our professional relationship. If I can be of assistance to you or your students in the future, please do not hesitate to call me.

Letter Declining an Offer

Dear Dr. Jones:

Thank you for your offer of a job as a nurse practitioner in the Cardinal Clinic. The clinic offers excellent care to its diverse range of patients, and I am sure that I would be happy working there. However, I have decided to accept a position with another organization that focuses on pediatrics, my area of specialization.

I sincerely appreciate the time and consideration that you and your staff gave to my application. I look forward to developing a professional relationship with you all in the coming years.

Acceptance Letter

Dear Mr. Drake:

I am happy to accept the position you have offered me in the market research department at Muncie Marketing at a starting salary of \$35,800 a year plus benefits. The position is a great match for my skills.

As you requested, I will report to the human resources department at 9 a.m. on June 1 to complete the required forms. If you need additional information before I begin my new job, please feel free to call me either at home (555-555-5555) or at the office (111-111-1111).

I look forward to working with you and the rest of the staff at Muncie Marketing.

Resignation Letter

Dear Mrs. Brown:

It is with mixed emotions that I write to tell you that I will be resigning my position with Historic Hamilton County effective June 1. I have accepted a new job with the White River Restoration Project that offers me many new challenges.

I have learned a great deal under your guidance during my three years at HHC. Your support of my professional development and my efforts on the many projects I directed were invaluable. Thank you for your patience and trust.

If I can be of assistance to you and your staff in the future, please do not hesitate to call me.