Sample Offer Decline Letter

Your Street Address
City, ST Postal Code

Date

Patricia Ralley
Hiring Manager
Brooks Law Associates
Baltimore, MD 21250

Dear Ms. Ralley:

Thank you very much for offering me the chance to work as a full-time paralegal at Brooks Law Associates next fall. I realize what a challenging experience this opportunity represents.

As I explained in our interview on February 28, I also had submitted law school applications for the upcoming year. Early this week, I received notification of my acceptance at Fordham University.

After weighing my choices, I realize that the best decision would be to begin law school without delay. However, I sincerely wish to thank you for your trust in my skills.

Should you need a summer intern or part-time law clerk within the next three years, I would welcome the opportunity to work for your firm in either capacity.

Sincerely,

Christopher Daniels

Adapted from Adams Cover Letter Almanac, Second Edition, 2006