From:

(Student’ Name)

Address:

Email:

Telephone:

To:

Terrence Walters,

The Hiring Manager,

Hilton Corporation,

555 SW 8th St., Miami, FL 33199.

Dear Terrence,

RE: **Position of Assistant Manager**

Thank you very much for offering me a job as an assistant manager. I appreciate the time you took out of your busy schedule to hold a meeting with me. As we discussed during the interview, I am looking for a challenging job with high returns. I job which can allow me to be close to the family and also spend time to complete my studies. My main goal for the next three years is to work and complete my studies, which I believe is a key to my career development.

As you informed me during the interview about hours of operation and distance from your company to college my place is also far. Your work schedule is tight and I believe it will not give me enough time to complete my studies and be close to my family. Therefore, I am sorry to inform you I will not be accepting the job offer at this time. Therefore, I have just accepted another job offer and I believe it will help me achieve my core goals in career development. I sincerely appreciate the time you offered me to showcase my skills and experience during the interview.

It was grateful meeting you and I believe some of the things I learned from you during the short period would be helpful for me through my career development. I believe your company is one of the best firms in the region, which someone can work for a developer to greater heights.

Thank you again for your time for the interview and I wish you the best of luck. For any question please contact through my email address or telephone number.

Yours Sincerely

Student’s Name