Your mailing address City,

 ST Zipcode

 Phone Number (optional)

E-mail (optional)

 October 23, 2019

Terrence Walters, Hiring Manager

Hilton Corporation,

555 SW 8th St., Miami

FL 33199

Dear Mr. Walters:

After careful consideration of your job proposal, I would like to inform you that I cannot pursue my career with your company as an Assistant Manager. I have decided to take my professional path with another company that more closely matches my personal goals.

While I respect the position and career opportunity that you are providing me as a prospective employee. I have received another letter for a job that I believe is more in line with what I am looking for currently in a job. After going through a careful thought process, I finally arrived at a decision to decline the position that you are offering. I believe that the job offer that I am accepting in place of it currently best matches the skills and experience that I have. I am also a student and currently working on my thesis for that reason. I was looking for a job that is easily manageable with my current schedule. The job that I am accepting in place of it is also providing me with fueling allowance for my transportation expenses.

It was a pleasure for me to know that you have considered me for a prominent position in your organization. I also learned about the excellent work and community service that you do at Hilton Corporation. I appreciate the value and time that you gave me, and I also assure you that if in the future, I found your organization suitable for my career, it would definitely be my first priority.

I wish you the best of luck in finding a perfect and well-balanced candidate for this position. If you have any questions or help that I can provide you, please contact me.

Sincerely,

Your Signature

Your Name

Title

Enclosure:

Pre-addressed Stamped Envelope

Resume