

Assignment:

You are a recent college graduate and are applying for a number of jobs. Unfortunately, you receive two offers on the same day and need to accept one and decline the other. Write a letter to the hiring manager (see below) explaining your acceptance of another offer, keeping in mind the five goals of delivering bad news, found on page 193. You select the scenario that is most applicable to your current situation.

Introduction/Opening: Begin your letter with the bad news. The *indirect approach* includes a buffer, however, the direct approach does not. Be sure to remain professional and concise in this section to not sound rude or ungrateful for the opportunity.

Body/Discussion:

In the **first paragraph** of the body include your reasons for the decision, without too much detail about the other position. Having the right balance of ambiguity is respectful to the employer you are declining. Use creativity when developing reasons for taking the other position over theirs. Maybe the schedule was more flexible or the other position better fit your skill set. These are just a few examples to consider when writing this section.

In the **second paragraph** you can add a positive spin to the situation if you desire. This could be as simple as saying you'll keep this employer in mind for future endeavors or that you will recommend a qualified friend who should apply for the position.

Conclusion/Closing: Begin your closing paragraph with a courteous transition and thank the employer for the opportunity. Conclude your letter by indicating how the reader may contact you if he has any questions.