Connect to Your Career

11-5 Job Offer Responses

1. You are ready to accept an offer for a position. However, the person who made the offer is in meetings all day and can only be reached via e-mail. Write a response you would include in an e-mail accepting a job offer for the position for which you interviewed.

<<Place Answer Here>>

2. After careful consideration, you have decided the job offer presented does not fit your career plans. Write a response in an e-mail declining the job offer for the position.

<<Place Answer Here>>

3. Save your Word document as *FirstnameLastname*\_RespondOffer.docx (i.e., JohnSmith\_ RespondOffer.docx).