

**Hiring Letter Format:**

Company Name  
Mailing Address  
City, state, and zip code

Today's Date

Applicant's Name  
Mailing Address  
City, state, and zip

Dear \_\_\_\_\_:

Briefly say whether or not you have chosen to hire this candidate, why you have or have not chosen to hire them, and what steps they can take in the future. (One paragraph).

Sincerely yours,

*Your handwritten signature*

Your name (typed)

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**Sample Rejection Letter:**

RAMtronics, INC.  
116 Romney Ave  
South San Francisco, CA 94080

May 27, 2009

Susie B. Que  
123 Windy Drive  
South San Francisco, CA 94080

Dear Ms. Que:

Thank you for taking the time to apply for the position of Childcare Assistant at RAMtronics. We greatly appreciate your interest in joining our team. While we were impressed with your qualifications, after careful consideration we have decided to pursue other options for this position. Please note that your resume will be kept on file for 6 months, and we may contact you in the event that there is another position we feel you are qualified. We appreciate your interest in RAMtronics, and we wish you the best of luck in your continued job search and future endeavors.

Sincerely,

Madeline M. Dalziel

**Sample Acceptance Letter:**

RAMtronics, INC.  
116 Romney Ave  
South San Francisco, CA 94080

May 27, 2009

Susie B. Que  
123 Windy Drive  
South San Francisco, CA 94080

Dear Ms. Que:

It is a pleasure to offer you the position of Childcare Assistant at RAMtronics, INC. The position begins on July 1<sup>st</sup> and the proposed salary is \$25,000 a year. Please reply within seven business days of your acceptance or declination to this offer. Also, please let me know if you have any questions. We very much look forward to receiving a positive written response from you.

Sincerely,

Madeline M. Dalziel