

## Changing The Terms Of Employment For An Offer Letter After Acceptance Sample #2

Date:

To,

Name \_\_\_\_\_

Address \_\_\_\_\_

Subject: Changing the Terms of Employment for an Offer Letter After Acceptance

From,

Name \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you so much for the position that was offered to me of  
\_\_\_\_\_. It has been a pleasure speaking with you and learning  
more about the company.

And, I have recently decided to accept another position that I believe is a better fit for my skill  
set and abilities. I am sorry for the inconvenience my decision may cause. And, I continue to be  
impressed with \_\_\_\_\_ company.

I wish you all the best in your future endeavors.

Yours Sincerely,

Name \_\_\_\_\_

Signature \_\_\_\_\_