

James Sharpe

Your header should be the same as resume and any other letter that you send to the company.

18 Central Park Avenue ♦ Anytown, NY 14788
(516) 555-1212

May 31, 20XX

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

Emily Johnson
Human Resources Director
ABC Corporation
1 Industry Plaza
Anytown, NY 14536

Insert the name of the person you are sending the letter to, their title, the company name and address.

Dear Ms. Johnson:

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

Thank you for the offer as the research assistant in the Department of the Interior extension library. This position is very attractive and I had many factors to consider in reaching my decision.

Unfortunately, I am declining your offer to take the position of researcher at the Library of Congress. I look forward to your continued success and an opportunity to work with your department in the future.

Again, I wish to express my gratitude and appreciation for your courtesy and consideration.

Sincerely,

James Sharpe

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Enclosure

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.

If you are enclosing something make sure you put Enclosure single spaced after your typed name.