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Date (Month, Day, Year)

Mr. Walter Jones
Phakol Pharmaceuticals, Inc.
1010 Madison Avenue
New York, NY 10075

Dear Mr. Jones:

Thank you very much for the time and effort you spent considering me for your marketing assistant position. I am grateful for your offer to work at Phakol Pharmaceuticals, Inc.

Because I was so impressed with your organization, I had a difficult decision to make, as I explained when we spoke by phone this morning. While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have had another offer which I believe more closely matches my current career goals and interests.

I do appreciate all the courtesy and hospitality extended to me by your organization, and I wish you well in your endeavors. I hope our paths will cross again in the future.

Best regards,

Kathryn O'Neill