

## Declining a Job Offer

September 12, 2017

Ms. Darling Jones  
Human Resource Director  
Claremont Hospital  
1111 Hilton Road  
Wichita, Ks 067004

Dear Ms. Jones:

Thank you for your letter on August 30<sup>th</sup>.

I appreciate your taking time to interview me and offer the Registered Nurse position with the Intensive Care Unit at Claremont Hospital. However, after careful consideration, I regret having to inform you of my decision to take a position with an Urgent Care facility here in Pittsburg and decline your generous offer.

Please feel free to keep my file on reference for future opportunities. I would be delight to hear if a similar position comes open in the future.

I enjoyed our discussion during the interview about the hospital's plan to build an Urgent Care facility in 2018. I wish you the best.

Sincerely,

Signature

Name