**Emailing with an Employer**   
before, during, and after the interview process

* When replying to an offer for an interview from an employer, be sure to be prompt and prepared. Respond to their call or email as quickly as you can within 24 hours, and have your schedule ready. Keep your communications professional, especially when responding via email.

**Withdrawing your application after an interview**

This sample can also be edited to use when withdrawing from a scheduled interview.

Dear Mr. Smith,

Thank you for considering my application and taking the time to interview me for your \_\_\_\_\_\_\_\_\_ position. While the position sounds like an exciting opportunity, I recently accepted an offer for an opening with \_\_\_\_\_\_\_\_\_\_\_, and therefore must withdraw my application.

I remain enthusiastic about the someday working for your company, and hope to have the opportunity to work with you in the future.

Sincerely,

John Harvard

**Withdrawing your application before an interview is scheduled**

Dear Ms. Smith,

Thank you very much for considering my application. I recently received, and have accepted, an offer from another organization. I remain very interested in the work that you do, and hope that you would consider an application from me in the future.

Sincerely,

Jane Harvard

**Turning down an offer**

* Be sure to respond as soon as you know that you will not be accepting the employer’s offer. An email is only appropriate if you were also offered the position over email; otherwise, you should make a phone call. You do not need to go into great detail, but most employers will appreciate some insight into your decision.

Dear Ms. Smith,

Thank you for your email; I am very grateful for your offer of a helpdesk support position. It was a pleasure meeting you and your colleagues and learning more about the work of your office.

After careful consideration, I write to let you know that I must decline your offer. While I am inspired by your company’s service to its clients, I have decided to pursue an opportunity that affords me the chance to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you so much for your time and consideration.

Sincerely,

Jane Harvard

**Requesting more time to consider an offer**

* You may find yourself in a situation where you need more time to decide on an offer, either for personal reasons or because you are juggling other offers and interviews. You may politely ask for more time; the sample below provides guidance, but please know that not all employers will be able to accommodate these kinds of requests.

Dear Ms. Smith,

Thank you very much for offering me a position at \_\_\_\_\_\_\_\_\_\_\_. I greatly enjoyed my conversation with you and your colleagues, and I appreciate the opportunity to work with your organization.

I am carefully considering my options. I intend to conclude my search process next week and will contact you by (month/day). Does that timeline work with your schedule?

Thank you again for offering me this opportunity.

Sincerely,

John Harvard

**Following up on outstanding applications (without an offer)**

Dear Ms. Smith,

I know how busy you must be, but I just wanted to confirm that you had received my application, and to let you know I remain very enthusiastic about your work and the possibility of a position with your office. If there is any other information you need from me, please let me know. Thank you very much for your consideration, and I look forward to speaking with you soon.

Sincerely,

Jane Harvard

**Following up on outstanding applications when you have an offer (first choice)**

* *Send ONLY ONE email like this to a first-choice employer*

Dear Ms. Smith,

I have recently applied for a \_\_\_\_\_ position with your office. I am writing because I have been offered another position, and have been asked to accept or reject the offer by (month/day).

I am extremely interested in working as \_\_\_\_\_\_\_\_\_\_\_ in your office, and it remains my first choice. *(Do not state that an office is your first choice if it is not.)* Would you be able to provide me with an update on the status of my application? I would greatly appreciate the chance to interview with you before (month/day from above), if possible.

I have attached my resume and cover letter here for your reference. Thank you very much for your consideration, and I look forward to hearing from you.

Sincerely,

Jane Harvard