**Sample Employment Denial Letter**

27-April-2010

To,

Mr. Millhill,

The H.R Manager,

Hatfield Industries,

West Minster hills,

Carped street,

Colombo.

Dear Mr. Millhill,

I would like to sincerely thank you a lot for offering me the position of a Marketing Manager with the Hatfield Industries. It is a very established firm and a reputable position. I would have loved to join your esteemed firm. However, it was definitely a very difficult decision that I had to make.

I have accepted this position with another esteemed company.

I sincerely appreciate the fact of you taking your valued time in order to interview me and share some information on the opportunity and your company. I hope we have another business dealing in the future.

I once again thank you for your consideration towards me. I apologize for not being able to make it in your esteemed firm.

Thanking you,  
*Yours Sincerely,*

*Mrs. Marlow*

*234567788*