

11000 University Parkway
Pensacola, FL 32514

April 15, 20__

Lauren Loeffler
Assistant Director, Career Services
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Dear Mrs. Loeffler,

Thank you for offering me the Marketing internship with the Career Services office at the University of West Florida. After careful consideration, I must regretfully decline your offer of employment.

I enjoyed meeting you and your staff. I particularly enjoyed learning about the services you offer to students and will certainly refer peers to your office. I am certain you will find another candidate who fulfills your needs.

I appreciate the opportunity to interview with the Career Services office and thank you for your time and consideration.

Sincerely,
(signed name)

Susie Jobseeker