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17. ACCEPTING OR DECLINING A JOB OFFER

MAKE THE RIGHT DECISION. RESPOND PROFESSIONALLY.

Receiving a job offer is an exciting step. Take time to consider your options carefully and respond clearly, politely and professionally – whether you accept or decline.

IN THIS GUIDE

- When you'll receive a job offer
- Accepting a job offer – what to do
- Declining a job offer – how to do it
- Things to consider before deciding
- Counter offers – what to think about
- What to say in your response
- Key things to remember

WHEN YOU'LL RECEIVE A JOB OFFER

- After successful interviews and checks.
- When the employer is confident you're the right fit.
- Usually by phone first, then in writing.
- Take time to review before you respond.

It's normal to ask for time to decide.

ACCEPTING A JOB OFFER

- Thank them for the offer.
- Confirm in writing.
- Ask for the written offer details.
- Review the contract carefully.
- Confirm your start date and next steps.

Show enthusiasm and professionalism.

DECLINING A JOB OFFER

- Thank them for the opportunity.
- Decline clearly and politely.
- Keep your message brief and positive.
- Leave the door open for the future.

Be respectful – you never know what the future holds.

THINGS TO CONSIDER BEFORE DECIDING

- Does the role match your goals?
- Do the salary and benefits meet your needs?
- Is the company culture a good fit?
- Consider work–life balance and location.

Make a decision that's right for your future.

COUNTER OFFERS – WHAT TO THINK ABOUT

- Why are you thinking about leaving your current role?
- Will the counter offer solve the real issues?
- Consider your long-term goals.
- It's okay to say no to a counter offer.

A new opportunity can be a fresh start.

WHAT TO SAY IN YOUR RESPONSE

- Be clear, polite and professional.
- Keep it positive and concise.
- Respond within the time agreed.
- Use email for written confirmation.

Your response reflects your professionalism.

SAMPLE MESSAGE – ACCEPTING A JOB OFFER

Subject: Re: Job Offer – [Job Title]

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title].
I am delighted to accept the offer and excited about the opportunity to join [Company Name].

Please let me know the next steps and any information you need from me.

I look forward to getting started on [Start Date].

Kind regards,
[Your Name]
[Your Phone Number]
[Your Email]

SAMPLE MESSAGE – DECLINING A JOB OFFER

Subject: Re: Job Offer – [Job Title]

Dear [Hiring Manager's Name],

Thank you so much for offering me the position of [Job Title] and for the time and consideration throughout the process.

After careful thought, I have decided to decline the offer.

I truly appreciate the opportunity and enjoyed learning more about [Company Name]. I wish you and the team all the best in finding the right person for the role.

Kind regards,
[Your Name]
[Your Phone Number]
[Your Email]

KEY REMINDERS

TAKE YOUR TIME
It's okay to ask for time to review the offer.

READ EVERYTHING
Check all details in the offer letter and contract.

THINK LONG TERM
Consider your goals, growth and happiness – not just salary.

BE RESPECTFUL
Respond politely, whether you accept or decline.

KEEP IT PROFESSIONAL
Clear, timely and positive communication leaves a good impression.

TRUST YOUR DECISION
Choose what's best for your future and well-being.

REMEMBER

Every decision is a step towards your future. Choose what's right for you, and take that next step with confidence.