

Sample Response Letters

Sample Offer Letter

[Date]

[Name]

[Address]

[City, State Zip]

Dear [Name]:

We are pleased to confirm an offer of employment as a [Title] with [Company Name] in accordance with the following terms:

1. Your compensation will be a salary of [\$XXXXXX] paid on a semi-monthly payroll cycle.
2. If this offer is accepted, your employment will commence on [Date].
3. You are entitled to [Company Name] standard benefits package. You must sign up for these benefits within the first thirty days of employment.
4. The first three months of employment generally constitute your orientation period to give you the opportunity to demonstrate your attributes and provide the company an opportunity to evaluate your performance. A performance review will determine if you should be granted regular employee status based on your work performance and attendance.

Please review this letter and return it with your signature by [Date]. We are pleased that you have chosen our company and look forward to having you begin employment. You should report on [Date] at [Time]. In the meantime, if you should have any questions, please contact me at [Phone Number].

Sincerely,

[Name]

[Title]

AGREED TO AND ACCEPTED BY: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Regret Letter - 1st Interview

[Applicant's name]
[Applicant's address]

[Date]

Dear [Name],

Thank you for attending the interview on [Date]. We appreciate your interest in [Company Name] and the time you've invested in applying for the [Position Title] opening.

After careful consideration, we have decided to pursue other applicants at this point in time, but we'd like to thank you for giving us the opportunity to learn more about your skills and accomplishments.

We wish you well with your job search and professional future endeavors.

Sincerely,

[Name of Authorized Person]
[Title]
[Company Name]

Regret Letter - 2nd Interview

[Applicant's name]
[Applicant's address]

[Date]

Dear [Name],

We were very glad to have the opportunity of meeting you on [Date]. We were very impressed with your capabilities and agree you have a great deal to offer. However, after much discussion and deliberation, we finally concluded that there does not seem to be a close enough match between your strengths and abilities and our particular requirements. Therefore, we believe it would not be right from our point of view - or probably in your longer term interests - to progress your application any further.

We appreciate your interest in [Company Name] and for all the time you've given us. We'll keep your resume on file for 3 months for review should we have an opening that matches your skills.

Again, thank you for your interest and best wishes with your professional future endeavors.

Sincerely,

[Name of Authorized Person],
[Title]
[Company Name]

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