

Employer Communications: Following Up After a Job Offer

1. Acknowledging a Job Offer

Within **24 hours**, you should send written acknowledgement of a job offer having been received.

You **do not have to accept or decline** the job offer at this time.

You are simply extending a common courtesy to acknowledge your gratefulness for the offer.

If you **need time to think**, this is an appropriate time to request such.

General guide:

- Ensure you include the job title
- Express appreciation, gratitude, and/or excitement for the offer
- Request time to consider the offer. **Typically, between 24-72 hours**

These points apply to an acknowledgement phone call, as well.

2. Accepting a Job Offer

If you are ready to accept the offer of employment, **congratulations!**

General guide:

- **Re-state details of the position offering** in your acceptance letter. This ensures there are no miscommunications and/or misunderstandings when it comes to the role.
 - Title
 - Pay
 - Agreed Upon Start Date
- Express **appreciation and excitement** to join the company.
 - Optional: Share a few things you are excited about contributing to the role
 - Optional: Share a few things you are excited to learn in the role
- Clarify any **additional questions** you may have.

Accepting a job offer **in written form is recommended**, to ensure offer details are clear and on record.

3. Declining a Job Offer

Sometimes it is not a match for you and **that's okay!**

General guide:

- **Express gratitude** for the job offer, and **thank them for their time**
- **Politely decline**
 - Optional, but recommended: Include a reason why you are deciding to decline the employment offer. This can be a brief, and often is a vague, description that still **leaves the relationship on a positive note**
- Offer **well wishes** for the company/staff
- State that you would like to **stay connected** on LinkedIn
- **Keep the relationship positive** with a statement such as: »I hope our paths cross in the future« or »I hope we have the opportunity to connect down the line at xyz. conference«

Phone may be seen as more professional/personal. It is important to keep good relationships within your field*