

# How to Decline an Offer

Many students go through the recruiting process and end up receiving an offer that they decide they do not want to accept. This is perfectly natural! The situation may be one in which the student has decided to pursue another opportunity or they just decided they weren't a right fit for the company. No harm done...as long as the situation is handled in a professional manner. This handout will provide you with all of the guidance and information that you need in order to handle the situation delicately.

## Factors to keep in mind when declining an offer:

- Timeline
- Depth of relationship with company
- Common courtesy
- Office of Career Management policies

### Timeline

If you know that you do not intend to accept an offer before the offer deadline, we recommend that you do not wait until the last minute to decline the offer or continue asking for extensions until your final decision is made. It is important to be respectful of the company's time and the effort they have put in to recruiting you. We recommend that you notify the company of your denial as soon as you are absolutely sure that you will not be accepting the offer.

### Depth of relationship with company

The depth of relationship with the company determines the best way to go about rejecting the offer. We recommend that all students at least call the employer in order to reject the offer. However, if there is an established relationship with the company and their employees on a deeper level, it may be more appropriate to reject the offer face-to-face. If you have questions regarding the appropriate way to handle the situation, [schedule a 30-minute appointment](#) with a Career Consultant in the Office of Career Management.

### Common Courtesy

It is important to handle the situation in a professional manner and to extend common courtesy to the employer. Despite the fact that you are not accepting, the offer is still a great opportunity and should be treated as such. The employer was willing to invest in your success and that should be appreciated. In case an employer inquires, have 2-3 reasons prepared regarding why you are rejecting the opportunity; however, DO NOT say anything negative about the employer. Focus instead on what is best for you at this time. Also, talk about what you have enjoyed throughout the recruiting process with the company and express gratitude for those who have helped you along the way. Despite the fact that you are rejecting the offer, make sure that the conversation is a positive one. Express an interest in continuing contact with the company in order to open future opportunities in the event that you decide you would like to work for them later on in your career.

### Office of Career Management Policies

While the Office of Career Management does not have a policy regarding declining offers that have yet to be accepted, we do have a strict policy against officially accepting offers and declining them later on. If a student were to renege on an offer, they will be asked to meet with an individual in the Office of Career Management in order to discuss the situation. Possible consequences include a required letter of apology, discontinuing the students' access to Handshake, denying access to services and/or referral to the Ohio State Office of Student Conduct. Refer to [Scheduling Conflicts & Reneging on Decisions](#) for more information.

### Sample ways to decline an offer:

*"Hello. First of all, I would like to thank you for the offer that you have extended to me. I have enjoyed going through the interview process with you and learning more about your company. After much thought and deliberation, I have decided to pursue other avenues at this time. However, I liked the inclusive environment and innovative processes of your firm and hope to apply those same principles in the future. I would love to keep in touch with you in order to stay up to date on the success of your company."*

*"Hi \_\_\_\_\_, thank you for reaching out. I enjoyed my time at your summer leadership conference and felt welcomed by the team members that I met during my experience. I have decided to go a different way at this time and will therefore be declining your offer, however I appreciate your investment in me and hope to stay in touch. I am looking forward to implementing the consistent and open culture that your company embodies into my future career. I know that your company will achieve great success in the future and would like to stay in touch with you."*