

Email Templates: Notification from Student to Site

Pre-Notification (March 18, 2022) from Student to Site: Declining Intent to Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline the offer you intended to make on Monday. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name

Student contact information

Notification Day (March 21, 2022) from Student to Site: Declining Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline your offer to train with you next year. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name

Student contact information

Notification Day (March 21, 2022) from Student to Site: Holding Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I have received your invitation to train with you next year and in accordance with ACEPT guidelines, will be exercising my option to hold the offer for up to 1 hour (from the time the email was sent).

- I understand that if I do not respond to you within 1 hour (from the time the email was sent), that this offer is void.
- I understand that it is expected that I respond to your offer as soon as I have made a decision in an effort to be respectful to your match process and the match processes of my fellow Students.
- I understand that if I accept another position, I am to inform you of this immediately.
- **I understand that I can only hold one offer at a time and have selected your site for this option.**

I appreciated the chance to get to know a little more about you and your training Site. I appreciate your willingness to allow me to take up to 1 hour (from the time the email was sent) to consider my training needs and the best fit for these needs during the 2022-2023 training year.

Sincerely,

Student Name

Student contact information

Notification Day: from Student to Site: Ranking Inquiry on Notification Day

Dear Site,

Thank you for taking the time to speak with me during the interview process. I am writing to inform you that I have received an invitation to train at another site next year, but I believe your site is a better match for my training goals. I need to accept or decline the alternative offer by _____. Per ACEPT guidelines, I am writing to ask for feedback about my current ranking at your site. I understand that you may not be able to provide an exact ranking number, but it would be helpful to know if I am in the top tier of alternative candidates being considered, middle tier of alternative candidates being considered, no longer being considered, or if you feel you will not have enough information on my alternative ranking status by the decision deadline listed above. Any feedback that you can provide to assist in my decision making is appreciated.

Sincerely,
Student Name
Student contact information

Notification (March 21, 2022) from Student to Site: Accepting Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I will be accepting your offer to train with you for the 2022-2023 training year.

I very much enjoyed the chance to get to know a little more about you and your training Site. I have considered my training goals and have decided that your Site is the best fit for these goals. In accordance with ACEPT guidelines, I will now be sending an email to other Sites that I have interviewed with to inform them that I have accepted an offer. I will also be emailing my school to inform them that I have accepted an offer to train with your Site. Thank you again for this opportunity.

Sincerely,
Student Name
Student contact information

Notification from Student to Site: Accepting Another Position

Dear Site,

I am writing to let you know that I have recently accepted an offer at another Site. Although I appreciate the time and consideration that you gave to me and my applications materials, I felt that another Site would better fit my training needs in the upcoming year. I truly valued the opportunity to speak with you and I wish you well in the match process.

Sincerely,

Student

Student contact info