Date

Practice or Doctor Name

Street Address
City, State, ZIP

Dear Practice or Dr. Name:

Thank you very much for offering me the dental hygiene position at your practice. It was a difficult decision; however I have accepted an offer from another office.

I sincerely appreciate your time and consideration, as well as the confidence you expressed in inviting me to join your amazing team of professionals.

If it is of interest to you, I would be happy to share information about your job opening to my network of peers. I would also be interested in possibly helping you out on a temporary or fill-in basis until you are able to hire someone.

Given the market conditions, I am certain you will have no trouble finding the right person for this job and I wish you the best in that effort.

Please call me at (000) 000-0000 if I can be of any assistance.

Sincerely,

First Last, RDH