

General Training Writing Task 1 Sample 10:

You should spend about **20** minutes on this task.

You recently met a manager of a new company started in your city. After the meeting, the manager wrote you a letter offering a job at this company.

Write him back and say:

- How you feel about the job.
- Why can't you accept it
- Provide a reference to your friend who might be interested.

Write at least **150** words.

You do **NOT** need to write your own address.

Model Answer 1:

Dear Mr. Alex,

Hope you are doing fine. I enjoyed our last meeting thoroughly and I was very glad to have a great conversation with you. I am writing in reference to the job offer letter you have sent me.

I am really glad to know that you have offered me the position of "Design Engineer" in the biomedical devices manufacturing company that you have recently started in our city. But unfortunately, I am in a situation to deny this because the contract of my current job has not been over yet. Although I already stated that I have been working in a hospital as a Service Engineer when I had a discussion with you in the conference last week, I did not mention about the bond of two years in this organisation.

Though I cannot be a part of your new team, I could suggest one of my friends who is a passionate Engineer and is currently seeking a job opportunity. After hearing from you, I can ask him to meet you personally for an interview to discuss his credentials.

I regret for not accepting this offer but I hope once my contract gets over, I would be privileged to work for your company and thank you for the offer you gave.

Looking forward to your reply.

Yours faithfully,
Nahid.