

# Decline Letter

903 North Cascade Blvd.  
Apt 84  
National City, ST 12345

October 9, 2006

Mr. Bill Daughton  
Senior Engineer  
JKH MicroElectronics  
2345 Northpark Blvd.  
Colorado Springs, CO 89045

Dear Mr. Daughton:

Thank you very much for your letter offering me employment as a Systems Analyst. Your confidence in me is very much appreciated.

After considerable thought, I have decided to accept another position which seems to fit my needs and qualifications more closely. This has been a very difficult decision for me and only time will tell whether or not my decision is correct.

Thank you again for your time and patience with my decision-making. I will remember your company favorably throughout my career.

Sincerely,

Karen E. Jones  
(123) 678-8432  
email: [Kjones@canttakethejob.com](mailto:Kjones@canttakethejob.com)