

Your Name  
Address  
Phone / email

March 28, 2005

Ms. Sara Becker  
Assistant Superintendent  
East City Schools  
1436 Eastman Avenue  
East, NY 13688

Dear Ms. Becker:

Thank you very much for offering me the position of Special Education Teacher in your school district. After considering this opportunity carefully, I have made a difficult decision not to accept your offer. I believe that at this point in my career another position I have been offered aligns more closely with my career interests and goals.

It was a pleasure meeting you and members of your staff. I appreciate the time and the consideration you extended to me.

Sincerely,

[Signature here]

Jonathon Black