

LETTER OF CONTRACT NON-ACCEPTANCE

201 North Neil Street
Champaign, IL 61820

February 28, 2011

Ms. Jane Doe, Director of Personnel
Urbana School District 116
1602 S. Anderson St.
Urbana, IL 61801

Dear Ms. Doe:

I would like to thank you for offering me the position of fifth-grade teacher at Yankee Ridge Elementary School for the 2010 to 2011 school year. I enjoyed talking with you again when you telephoned today to offer me the position.

I regret that I will be unable to accept your offer. As I indicated on the telephone, just today I accepted a position with Champaign School District for the fall and had not had time to notify you that I could no longer be a candidate at Urbana.

However, I would like to thank you for all you have done to consider my application for employment. I appreciate all of your efforts on my behalf.

Sincerely yours,

John Jones