



Decline Job Offer Letter

1216 Emerson St.
Skokie, IL 60208

March 15, 2019

Mr. George Duvall, Senior Chemist
Ciba Specialty Chemicals Corp.
1700 Colonial Parkway
Williamsburg, VA 23176

Dear Mr. Duvall:

Thank you very much for offering me the position of chemical technician with Ciba Specialty Chemical Corp. I appreciate your discussing the details of the position with me giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interests that I decline your kind offer. This has been a difficult decision for me, although I feel it is the appropriate one for my career at this time.

Thank you, again, for the consideration and courtesy given to me. It was a pleasure meeting you and your staff.

Sincerely,

Melody Taylor

Melody Taylor