

Stephen Brown
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Any Town, State 55555
(555) 123-4567
stephenbrown@email.com

March 30, 2013

Mr. Jones, Human Resources Manager
Clear Horizons Communications
1234 Main Street
Denver, Colorado 80201

Dear Mr. Jones,

Thank you for the offer of employment to work as a full-time IT support specialist at your company. Although your offer is a generous one and I appreciate it, I must respectfully decline it. After giving the matter considerable thought, I don't believe my skills to be the best match for this position at this time. I wish you the best in finding the right candidate.

Sincerely,

Stephen Brown