

110 So. Catherine St.  
Lucky Hills, NC 27701  
July 5, 2006

Mr. Joseph Smith  
Tarbox Roofing Inc.  
11001 West Lane Avenue  
Ridge, NC 27777

Dear Mr. Smith:

Thank you for considering me for the position of Assistant Director of Marketing with Tarbox Roofing. I was excited to receive your letter on June 26 offering me the position and am very grateful for the employment opportunity. My experience throughout the job search process with Tarbox Roofing has been nothing short of outstanding. You and the members of your staff impressed me a great deal.

I have given your offer a great deal of thought and have decided not to accept your offer. This was a very difficult decision; however, I have accepted another offer that I believe is a better match for my career goals at this time.

I wish you and Tarbox Roofing continued success. I hope our paths will cross again in the future. Thank you again for your time and consideration.

Sincerely,

*John P. Jones*

John P. Jones