

Letter Rejecting Job Offer

2000 Lakeshore Drive
New Orleans, LA 70148

February 7, 2000

Mr. Gregory Davis
Director of Recruiting
Williams Manufacturing Company
5939 W. 57th Street
New York, NY 10028

Dear Mr. Davis:

Thank you for your employment offer for the position of Management Trainee with Williams Manufacturing Company. I am unable to accept the offer, because I have accepted a similar position with another company.

I appreciate you giving me the opportunity to interview with you and discuss career possibilities and the work of your organization.

Sincerely,

Skip 3 lines

(Handwritten Signature)

Alison Gray