

INTERVIEW DECLINATION

Insert your own letterhead

Insert Date

Dear Candidate,

This letter will serve to confirm that you have declined or failed to appear for an interview for the

_____ position in the
(title) _____
(department, municipality or district) _____.

Your failure to schedule or appear for the interview has been interpreted as your lack of interest and you have been deemed to decline the position.

You stated in writing that you were interested in this position, therefore, it is required that you submit a written declination. Please complete the enclosed form, sign and return it to the Niagara County Civil Service office at 111 Main Street - Suite G2, Lockport, New York 14094 within ten (10) days of the date of this letter. **Failure to do so will result in your name being removed from the eligible list.**

Thank you for your anticipated cooperation. Should you have any Civil Service questions please phone 438-4071.