

**LETTER OF NON-AVAILABILITY WHEN YOU ARE STILL BEING
CONSIDERED A CANDIDATE IN ONE DISTRICT AND NO LONGER WISH TO
BE A CANDIDATE**

201 North Neil St.
Champaign, IL 61820

February 28, 2011

Ms. Jane Doe, Director of Personnel
Urbana School District 116
1602 S. Anderson St.
Urbana, IL 61801

Dear Ms. Doe:

I am writing today to notify you that I am no longer able to be considered a candidate for the position of fifth grade teacher at Yankee Ridge Elementary School for the 2011-2012 school year. While I appreciate your having considered me a candidate, I have accepted employment with the Champaign School District.

I do hope that you find a qualified candidate for this position. I wish you the very best and thank you for considering me for the position.

Sincerely yours,

John Jones