



**Cayuga County Department of Human Resources  
and Civil Service Commission**

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Website: [cayugacounty.us/civilservice](http://cayugacounty.us/civilservice)

Fax: (315) 253-1084

**DECLINATION LETTER**

\_\_\_\_\_  
**DATE**

Dear \_\_\_\_\_ :  
**APPOINTING OFFICER**

I am declining the **PERMANENT / CONTINGENT PERMANENT / TEMPORARY** (Circle One)

\_\_\_\_\_  
**JOB TITLE**

position in \_\_\_\_\_  
**APPOINTING JURISDICTION**

Thank you for considering me for this appointment.

**Please check one box:**

- I understand my name will still be on the Eligible List and I will still be canvassed for any future vacancies until the Eligible List expires.
- I am no longer interested in any appointment from this list; please make my name **inactive** on the Eligible List for this title. Should I decide that I would like to be considered for an appointment to this title; I can write to the Civil Service Commission to reactivate my name for the life of this Eligible List.

Cordially,

\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**Print Candidate's Name**