

**Example 1.5b**

Put Letter on University Letterhead

Date

Dear

We have a vacant position in the class of \_\_\_\_\_.  
If you wish to be considered a candidate for this position, you must report to the Personnel Office within **FIVE (5) WORKING DAYS** of the above date.

If you are not interested in employment at the present time, please check one of the following statements and return the entire letter to this office **IMMEDIATELY**.

- I am not interested in this position but wish to remain on the State Universities Civil Service Register and be considered for other positions in the above mentioned class.
  
- At the present time I am not interested in employment and wish to be removed from the State Universities Civil Service Register.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***FAILURE TO COMPLY WITH THESE INSTRUCTIONS WITHIN SEVEN (7) DAYS OF THE ABOVE DATE MAY RESULT IN YOUR NAME BEING REMOVED FROM THE STATE UNIVERSITIES CIVIL SERVICE REGISTER.***

Sincerely,

Personnel Officer

c: Personnel file