

TO:

FROM:

This letter is to confirm your declination of the position of:

Title:
Salary Grade:
Location/country:

from the eligible list:

Appointment Type: PERMANENT/CONTINGENT PERMANENT TEMPORARY
Employment Type: FULL TIME PART-TIME at %

- You declined an appointment from **our agency at this location**, your name will be removed from this list for consideration for any future vacancies in our agency at this location. [DP]
- You declined an appointment **at this location**, your name will be removed from consideration for any agency in this city, town or village. [LU]
- You said you are **temporarily unavailable** until _____, your name will be inactivated on the list until that time. [TI]

PLEASE SEE REVERSE FOR ADDITIONAL INFORMATION ON THE EFFECT OF THIS DECLINATION, AND ON REACTIVATION

Signed: _____ Date:

Title:

INFORMATION FOR ELIGIBLES

EFFECTS OF DECLINATION — Type of Appointment

If the type of appointment was **temporary**, your declination affects your future eligibility for temporary appointment.

If the type of appointment was **permanent**, your declination affects your future eligibility for both temporary and permanent appointment.

If the type of employment was **less than full time**, your declination affects your future eligibility for less than full-time.

If the type of employment was **full-time**, your declination affects your future eligibility for both full-time and less than full-time.

Reactivation

- This list has been decentralized to this agency. If you wish to reactivate your name for future consideration please write to the address that appears on the front of this letter.
- This list is maintained by the Department of Civil Service. If you wish to reactivate your name, or to have your name considered for additional locations/agencies write to:

STAFFING SUPPORT UNIT
NYS DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NY 12239

Please provide the eligible list title, the examination number and your Social Security number in your request.

It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.