

Your Address  
City, State, Zip  
Date

Name, Position  
Company  
Address  
City, State, Zip

Dear \_\_\_\_\_:

Thank you very much for offering me the position of commercial leasing agent with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interests that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Your signed name

Your typed name