

Rejection Letter (Modified Block Format)

1216 Emerson St.
Skokie, IL 60208

March 15, 2006

Mr. George Duvall, Manager
Sales and Marketing Division
Colonial Properties, Ltd.
1700 Colonial Parkway
Williamsburg, VA 23176

Dear Mr. Duvall:

Thank you very much for offering me the position of commercial leasing agent with Colonial Properties. I appreciate your discussing of 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 that 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,

Melody Taylor