

# Internship Rejection Or Decline Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere appreciation for considering me for the [Internship Position] at [Company/Organization Name]. I was truly honored to have the opportunity to apply and interview for the position.

After careful consideration and thoughtful evaluation of the internship offer, I regret to inform you that I am unable to accept the internship at this time. I have given this decision significant thought and consideration, and it was not made lightly. Although I am grateful for the offer, circumstances have arisen that require me to decline the position.

I want to extend my deepest gratitude to you and the entire team at [Company/Organization Name] for your time, effort, and consideration throughout the application and interview process. I was genuinely impressed by the professionalism, dedication, and enthusiasm displayed by everyone I had the pleasure of interacting with. The experience of applying and interviewing with [Company/Organization Name] has been invaluable, and I have learned a great deal from the process.

I understand the significance of this opportunity, and I genuinely regret any inconvenience this may cause. I hope that you understand my decision and that it does not reflect negatively on my regard for [Company/Organization Name]. It is with regret that I must decline the internship, as I firmly believe it is in my best interest to explore alternative opportunities at this time.

Thank you again for the opportunity to be considered for the internship at [Company/Organization Name]. I truly appreciate the time and resources invested in reviewing my application and conducting the interviews. It is my hope that our paths may cross again in the future, and I would welcome any opportunity to stay connected.

Wishing you and the entire team at [Company/Organization Name] continued success in all your endeavors.

Sincerely,

[Your Name]