

Internship Rejection Letter Outline

Sender Information

*[Sender's Name]
[Sender's Position]
[Company Name]
[Company Address]*

Date

[Date]

Recipient Information

*[Applicant's Name]
[Applicant's Address]*

Salutation

Dear [Applicant's Name],

Body

[Begin with gratitude for the application and interest]

[State the decision not to select the applicant for internship]

[If applicable, briefly mention the high volume of applications or limited positions]

[Optionally, wish them success and encourage them to apply for future roles.]

Closing

*Sincerely,
[Sender's Name]
[Sender's Position]*