

Blank Rejection Letter Template for Declining Internship Opportunities

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient Name],

Thank you very much for offering me the [internship position] at [Company/Organization Name]. I appreciate the time and effort you took to review my application and to discuss the opportunity with me.

After careful consideration, I regret to inform you that I must decline the internship offer at this time. This was a difficult decision, as I hold your program and team in high regard.

I am grateful for your interest in my candidacy and wish [Company/Organization Name] continued success in its future endeavors.

Thank you once again for the opportunity.

Sincerely,

[Your Name]