

Internship Placement Rejection Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your interest in the internship position at [Company/Organization Name] and for the time you invested in the interview process. We appreciate your enthusiasm and the effort you put into your application.

After careful consideration, we regret to inform you that we will not be extending an offer for the internship position at this time. This decision was not easy, as we received applications from many impressive candidates such as yourself.

We encourage you to apply for future opportunities with us and wish you the best of luck in your career pursuits. Thank you once again for your interest in [Company/Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]