

# Internship Placement Withdrawal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the internship position at [Company/Organization Name] for the [specific internship title] scheduled to begin on [start date].

After careful consideration, I have decided to pursue a different opportunity that is more aligned with my current academic and professional goals. This was not an easy decision, and I sincerely apologize for any inconvenience this may cause.

I want to express my gratitude for the opportunity and the consideration you have extended to me during the selection process. I appreciate your understanding and support in this matter.

Thank you once again, and I wish [Company/Organization Name] continued success in all its endeavors.

Sincerely,

[Your Name]