

Rejection of Internship Offer

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

Thank you for your interest in the Accounting Internship position at [Company Name]. We appreciate the time and effort you invested in the interview process and your eagerness to join our team.

After careful consideration, we regret to inform you that we will not be extending an offer for the internship position at this time. We received a large number of applications from many qualified candidates, making our decision a difficult one.

We encourage you to apply for future opportunities as they become available. We wish you the best of luck in your search for an internship and your continued studies.

Thank you once again for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]