

Rejection of Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Interviewer's Name],

Thank you for offering me the internship position with [NGO Name]. I truly appreciate the opportunity and the time you spent with me during the interview process.

After careful consideration, I have decided to decline the internship offer. This was not an easy decision, as I hold your organization in high regard and believe in its mission. However, I have chosen to pursue another opportunity that aligns more closely with my career goals at this time.

I hope to have the chance to collaborate with [NGO Name] in the future and wish you continued success in your impactful work.

Thank you once again for the opportunity.

Sincerely,

[Your Name]