

Withdrawal from Internship Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company 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 offered to me at [Company Name] for the [specific position] starting on [start date].

After careful consideration, I have decided to pursue an alternative opportunity that aligns more closely with my career goals. I appreciate the offer and your understanding of my decision.

Thank you for the opportunity and the time you invested in my application process. I hope to stay in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]