

Subject: Grateful Response to Internship Invitation

Dear [Recipient's Name],

I hope this message finds you well. I want to express my heartfelt gratitude for the offer to join [Company Name] as an intern. I am truly honored by your consideration and appreciate the time and effort you extended during the selection process.

After careful consideration, I have decided to decline the internship opportunity. This was not an easy decision, as I hold your organization in high regard and was genuinely excited about the possibility of contributing to your team.

Thank you once again for your kind offer and support. I hope to stay connected and wish you and the entire team continued success in the future.

Warm regards,

[Your Name]

[Your Contact Information]