

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to intern at [Company Name]. After careful consideration, I have decided to decline the offer.

This decision was not easy, as I have great respect for your organization and the team. However, I believe it is the best choice for my career path at this time.

Thank you once again for your understanding and support. I truly appreciate the confidence you placed in me, and I hope to remain in touch in the future.

Wishing you and the team all the best.

Sincerely,

[Your Name]

[Your Contact Information]