

Internship Offer Decline Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for offering me the internship position at [Company's Name]. I appreciate the time and effort you and your team have invested in the interview process.

After careful consideration, I have decided to decline the internship offer as I believe it does not align with my current career goals and aspirations. This was a difficult decision for me, as I have great respect for your organization and the valuable work you do.

I hope to keep the door open for future opportunities with [Company's Name], and I genuinely appreciate your understanding. Thank you once again for the offer and your support throughout this process.

Wishing you and the team all the best.

Sincerely,

[Your Name]