

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for offering me the internship position at [Company Name]. I truly appreciate the time and effort you invested in the interview process and learning about the exciting work your team is doing.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I hold your organization in high regard, but I have concluded that this opportunity does not align with my career goals at this time.

I hope to keep in touch and perhaps explore potential opportunities together in the future. Thank you once again for your understanding and for the opportunity. I wish [Company Name] continued success.

Sincerely,

[Your Name]