

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as an intern this [specify time period]. After careful consideration, I have decided to respectfully decline the position.

This was not an easy decision, as I hold [Company Name] in high regard and believe in the valuable work being done. However, I have decided to pursue another opportunity that aligns more closely with my current career goals.

Thank you once again for the opportunity and for your understanding. I hope to stay in touch and wish [Company Name] continued success in all its endeavors.

Sincerely,

[Your Name]

[Your Contact Information]