

Thank You for the Internship Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the offer to intern at [Company Name] as a [Position Title]. It was a pleasure to meet with you and learn more about the innovative work being done at your company.

After careful consideration, I have decided to decline the offer. This was not an easy decision, as I truly admire [Company Name] and the opportunities it provides. However, I believe it is in my best interest to pursue a different opportunity that aligns more closely with my career goals.

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

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]