

# Withdrawal from Internship Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the internship position at [Company's Name] that was offered to me on [Date of Offer].

After careful consideration, I have decided to pursue a different opportunity that aligns more closely with my academic and career goals.

I sincerely appreciate the offer and the time you invested in my application process. I hope to cross paths in the future and wish the team at [Company's Name] continued success.

Thank you for your understanding.

Sincerely,

[Your Name]