

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the [Internship Position] at [Company Name]. We appreciate your interest in our team and the effort you invested throughout the interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this internship position. This decision was not made lightly, as we had many strong applicants this year. While we are unable to offer you a position at this time, we would like to offer you some feedback on your interview to support your continued professional growth.

## **Strengths**

- Your enthusiasm for the role and the company was clearly evident.
- You demonstrated strong communication skills and the ability to articulate your thoughts well.
- Your academic achievements and relevant coursework are commendable and align with the qualities we seek in an intern.

## **Areas for Improvement**

- Consider providing more detailed examples of your hands-on experience, particularly with [specific skill/tool discussed during interview].
- When answering situational questions, try to use the STAR (Situation-Task-Action-Result) method to clearly structure your responses.
- Continue to build on your [mention any specific area identified, such as teamwork or technical skills] through projects, coursework, or extracurricular activities.

We were genuinely impressed with your potential and encourage you to apply for future opportunities with [Company Name]. We are confident that with the continued development of your skills, you will be a strong candidate for roles that align with your interests and experience.

Thank you again for your interest and effort. We wish you the very best in your future endeavors and encourage you to stay in touch.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]