

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Position Title] internship at [Company Name] and for taking the time to apply. We truly appreciate the effort and enthusiasm you demonstrated throughout the selection process.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this particular internship position. This decision was not easy, as we received numerous strong applications, including yours.

We value your interest in joining our team and would like to offer some constructive feedback to support your continued professional growth:

- **Tailor Your Resume and Cover Letter:** Highlight specific skills and experiences that align closely with the internship requirements, using examples that showcase your strengths and achievements.
- **Develop Technical Skills:** Consider further strengthening your proficiency in [mention relevant tools, languages, or skills], which are highly valued in our industry and can set your application apart.
- **Engage in Related Projects:** Pursue internships, volunteer opportunities, or personal projects in your field of interest; practical experience can enhance your resume and deepen your expertise.
- **Enhance Communication:** Practice clearly articulating your ideas and motivations in written and verbal communications, as strong communication skills are essential to succeed in professional environments.

We encourage you to apply for future opportunities with us, as we were impressed by your potential. In the meantime, we wish you the very best in your academic and professional endeavors. Thank you again for your interest in [Company Name], and we hope to connect again in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]