

# Thank-You Letter for Declining Internship Opportunity

Dear [Recipient's Name],

I would like to express my sincere gratitude for offering me the internship position at [Company/Organization Name]. I genuinely appreciate the time and effort you and your team took to review my application and to discuss the opportunity with me.

After careful consideration, I have decided to decline the offer. This was a difficult decision, as I am very impressed with your organization and the valuable work you do. However, [briefly state reason, if desired, e.g., I have accepted another opportunity that aligns more closely with my current career goals].

Thank you once again for your consideration and the wonderful opportunity. I am truly grateful for your confidence in my abilities. I hope we may cross paths in the future, and I wish [Company/Organization Name] continued success.

Best regards,  
[Your Name]