

Date: [Insert Date]

Dear [Candidate Name],

Thank you very much for your interest in the [Internship Title] position at [Company/Organization Name] and for taking the time to interview with us. We greatly appreciate the effort you invested in your application.

After careful consideration, we regret to inform you that we have decided not to proceed with your application for this internship. We were truly impressed by your background, accomplishments, and the breadth of experience you have acquired thus far.

While your qualifications are exceptional, we believe that your level of skills and experience far exceed the requirements for this particular internship role. We want to ensure our interns are aligned with the program's objectives while also receiving appropriate developmental opportunities. Given your professional background, we feel you would be best suited for a more advanced position than what this internship offers.

We are grateful for your interest in [Company/Organization Name]. We encourage you to consider applying for future opportunities that better match your impressive skill set. Please let us know if you would like us to keep your information on file for upcoming roles.

Thank you again for your time and for considering [Company/Organization Name] in your career journey. We wish you every success in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]