

Date: [Insert Date]

Dear [Applicant Name],

Thank you very much for your interest in the [Position Title] internship at [Company/Organization Name] and for the time and effort you invested in the application process.

After careful consideration, we regret to inform you that we have decided not to move forward with your application at this time. The decision was not easy, as we received applications from many highly qualified candidates.

We genuinely appreciate your enthusiasm for joining our team and admire your qualifications and passion. Although you were not selected for this internship, we encourage you to apply for future opportunities with us that may be a better fit for your skills and interests.

Please feel free to stay updated on upcoming internships and job openings by visiting our careers page at [Website/Careers Page Link]. We would be delighted to see your application again in the future.

Thank you once again for your interest in [Company/Organization Name]. We wish you the best of luck with your career development and future endeavors.

Sincerely,

[Your Name]

[Your Title/Department]

[Company/Organization Name]