

[Date]

[Candidate Name]

[Candidate Address or Email]

Dear [Candidate Name],

Thank you very much for taking the time to interview for the [Internship Position] at [Company/Organization Name]. We truly appreciated the opportunity to learn about your background, experiences, and ambitions.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this position. This was a difficult decision for us, as we were impressed by your qualifications and the enthusiasm you brought to the interview process.

Although we are unable to offer you a position at this time, we found your skills and passion noteworthy, and we encourage you to apply for future opportunities with our organization. With your evident drive and abilities, we are confident you will continue to grow and succeed in your career.

Thank you again for your interest in joining [Company/Organization Name]. We wish you the very best in all your future pursuits.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]