

Sincere Regret Rejection Letter for Internship Offer

Dear [Recipient Name],

I hope this message finds you well. I would like to express my sincere gratitude for offering me the [Internship Position Title] at [Company/Organization Name]. I appreciate the time, effort, and consideration that you and your team have invested in reviewing my application and extending this opportunity to me.

After careful consideration, I regret to inform you that I must decline the offer. This was a difficult decision, as I hold [Company/Organization Name] in very high regard and value the opportunity you have presented. Unfortunately, due to [brief reason such as conflicting commitments, personal circumstances, or another accepted offer], I am unable to accept the internship at this time.

I am truly grateful for your confidence in my abilities and for the chance to become part of your esteemed organization. I hope to have the opportunity to connect with you again in the future and wish your team continued success.

Thank you again for your understanding and the generous offer.

Sincerely,
[Your Name]