

Rejection Letter Template with Strengths and Weaknesses Feedback for Interns

This **rejection letter template with strengths and weaknesses feedback for interns** provides a professional and constructive way to communicate internship application outcomes. It highlights the candidate's strengths to encourage and motivate them, while also offering clear, respectful feedback on areas needing improvement. This approach helps interns understand their performance better, fostering personal growth and enhancing future opportunities, all while maintaining a positive relationship between the organization and the applicant.

Subject: Outcome of Your Internship Application â€“ [Internship Position]

Dear [Applicant's Name],

Thank you for your interest in the [Internship Position] at [Organization Name] and for the time you invested in the application and interview process. We appreciate your effort and enjoyed learning about your background and aspirations.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate for the [Internship Position]. This was not an easy decision, as we received applications from many highly qualified individuals, including yourself.

Your Strengths:

- Your communication skills, both verbal and written, were impressive throughout the process.
- You demonstrated strong motivation and a proactive attitude.
- Your academic achievements and relevant coursework showcase genuine dedication to your chosen field.

Areas for Improvement:

- Further development of your practical experience in [specific skill or area] would help make your application even stronger.
- We encourage you to continue improving your teamwork and collaborative problem-solving abilities.
- Deepening your knowledge of [industry-specific tool/technology/process] could give you a competitive edge in future applications.

Please remember that not being selected does not reflect negatively on your potential. We sincerely appreciate your interest in [Organization Name] and hope you will apply for future opportunities with us. We wish you continued success in your studies and career pursuits.

Best regards,
[Your Name]
[Your Title/Team]
[Organization Name]
[Contact Information]