**Internship Rejection Letter Format to Company**

 (Your name)(Your address)

(Your City)

Skip a line

(Title of the recipient)

(Name of Company)

(Address)

Skip a line

(Date)

Skip a line

Dear Sir/Madam,

Skip a line

REF: (NAME OF THE INSTITUTION OR COMPANY) INTERNSHIP

Introduce yourself in a formal manner and what post you were applying for as an intern. Appreciate the offer even if you do not want to accept it.

(Skip a line before this paragraph) proceed to explaining your reasons for rejecting the offer without being rude or vulgar. Make sure you leave all doors for other opportunities in the future

(Skip a line before this paragraph) Be kind and wish the company success I their future endeavors

Sign Off

(Your name)

(Your signature)