**Internship Rejection Letter (from Company)**

(Company’s Name)(Company’s Address)

(Company’s City and State)

Skip a line

To (Intern’s Name)

(Intern’s Address)

(Intern’s City and State)

Skip a line

Date

Skip a line

Dear Sir/Madam,

REF: INTERNSHIP REJECTION LETTER

Thank the intern for sending an application and acknowledge their efforts and strength.

(Skip a line before this paragraph) state the reason for rejecting the internship application and explain why. You can say what you expected for the said position.

(Skip a line before this paragraph) Not a pledge but write that you can offer a chance for any position in the future if the applicant will be available for an opening there will be any that needs to be filled.

(Skip a line before this paragraph) Thank the intern and wish them success in their job search.

(Skip a line before this section) Sign off

(Company Name)

(Company Contact)