

Sample Rejection Letter on Resume Basis

Date

Student Name
Student Address

Dear (Student's First Name):

Thank you for your interest in an internship assignment with (Company Name). Although your background and qualifications are impressive, we do not have an appropriate opportunity at this time. I have forwarded your resume to our Human Resources Department. They will contact you in the event that an appropriate future opportunity arises.

Thank you again for your interest in (Company Name). We wish you success in your career.

Sincerely,

(Your Name)
(Your Title)