

[ Company Letter Head]

<<Date>>

«AddressBlock»

Subject: Summer Internship

«GreetingLine»

Thank you for your interest in the summer internship position now available at <<Company>>. We have had the opportunity to review your request and regret to inform you that we have chosen to pursue other candidates.

A condition of the position was <<some reason: ie..enrollment at the [High School Name]>>. Because you have graduated you were not considered for the position. We will keep your letter of interest on file for 1 year and will contact you in the future if a position becomes available.

Again, we appreciate your interest in <<Company>>. We wish you the best of luck in your job search.

Best regards,

<<Company CEO/ Instructor>>  
<<Company Title>>

Cc: <<school principal>>