

## **Internship Offers**

### **Accept, Decline, Ask for more time**

Make your final decisions and get back to the employer in a timely manner, that being said, it is OK to ask for more time, but make sure to do that promptly as well. It is recommended you speak directly to your contact when it comes to making a decision, try not to leave a voicemail or email.

#### **How to...*Ask for more time*:**

Thank you for the internship offer. I am excited about the opportunity to work at \_\_\_\_\_. This is an important decision, and I would like more time to consider the offer. When do you need an answer by?

#### **How to...*Decline an offer*:**

##### Sample #1:

Thank you very much for offering me the position of (Position Title) with (Organization Name). I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process. It was a difficult decision to make; however, I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

##### Sample #2:

Thank you for your employment offer to be a (Position Title) with (Organization Name). After evaluating all opportunities available to me, I have decided to accept another position at this time.

I truly enjoyed meeting and speaking with you and other representatives and learning firsthand about your experiences. Thank you again for your consideration.

#### **How to...*Accept an offer*:**

##### Sample:

Thank you for offering me the position of (Position Title) with (Organization Name). I am pleased to accept this offer and look forward to starting employment with your company on (Start Date).

Thank you again for giving me this wonderful opportunity. I am eager to join your team and make a positive contribution to the company. If there is any further information or paperwork you need me to complete, please let me know and I will arrange it as soon as possible.