

Sample Rejection Letter

Dear _____:

I enjoyed meeting with you on _____ in regards to the _____ internship position with _____ County. I was very impressed with your resume and qualifications, and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen to pursue another candidate at this time.

I encourage you to re-apply for the position in future semesters, and I wish you the best of luck with all of your future endeavors.

Sincerely,

County Intern Supervisor