

Internship Applicant Immediate Rejection

[MONTH, DATE YEAR]

[FIRST and LAST NAME]

[STREET ADDRESS]

[CITY, STATE ZIP]

Dear [FIRST NAME]:

Thank you for your application to [COMPANY NAME].

We have evaluated your resume and determined that your experience and coursework do not match our hiring criteria for this internship position. [OPTIONAL: EXPLAIN WHY/HOW]

Your interest in our organization is greatly appreciated and we wish you success in your future endeavors.

Sincerely,

[NAME]