

Decline an Internship Offer Email

Dear Mr./Ms.:

Thank you for the time and effort you spent considering me for a position as seminar intern. I appreciate your time and effort -- as well as those of your staff. I am grateful for your offer to serve and learn as an intern.

Because I was so impressed with your organization, I had a difficult decision to make. After much thought and careful deliberation, however, I have decided not to accept your offer. I wish you and your employer the best continued success. I hope our paths will cross again in the future. Thank you again for your time and consideration.

Sincerely,

John Doe