[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Internship Position Name] position within the Human Resources Department at [Company Name]. We appreciate the time you took to apply and share your qualifications with us.

After carefully reviewing your application and considering our current departmental needs, we regret to inform you that we have decided to move forward with other candidates at this time.

We received many applications from talented individuals, making our selection process very difficult. Although we are not able to offer you an internship for this term, we were impressed with your background and encourage you to apply for future openings that align with your career goals.

Thank you again for your interest in [Company Name]. We wish you the best of luck with your academic studies and your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]