Internship rejection email

Send it as soon as the decision is final, and well before students' other offer deadlines. Students time their internship decisions to the academic calendar, so a late rejection can cost them other offers.

AFTER APPLICATION

Subject: Your application for the [Internship Title] internship

Hi [First Name],

Thank you for applying for our [Season and Year] [Internship Title] internship. We received [Number] applications for [Number of Places] places this year, and we won't be moving your application forward.

This isn't a judgment on your potential. With so few places, we had to turn down many strong students.

Applications for [Next Program] open in [Month]. If you'd like a reminder when they do, you can join our student talent community here: [Link].

Good luck with the rest of your search.

[Your Name]
[Title], [Company]

AFTER INTERVIEWS

Subject: Update on the [Internship Title] internship

Hi [First Name],

Thank you for interviewing with [Interviewer Names] for the [Internship Title] internship. I'm sorry to let you know that we won't be offering you a place this year.

The team was impressed by [Specific Strength, e.g. how clearly you explained your capstone project]. The candidates we selected had [Brief, Honest Reason, e.g. more hands-on experience with SQL], which was the deciding factor for this team's projects.

I'd genuinely like to see you apply again for [Next Program or Entry-level Program]. If it helps, I'm happy to share a little more feedback on a 10-minute call. Just reply with a couple of times that work.

Best of luck this semester,
[Your Name]
[Title], [Company]

WAITLIST

Subject: Your [Internship Title] internship application: waitlist

Hi [First Name],

Thank you for interviewing for the [Internship Title] internship. All our places are currently filled, but you were a strong candidate and we'd like to keep you on our waitlist until [Waitlist Date].

If a place opens before then, I'll contact you right away. Please don't hold off on other offers for us; if you accept something else, just let me know.

Thanks again for your time and interest.

[Your Name]
[Title], [Company]

HIGH-VOLUME BATCH

Subject: [Company] [Season] internships: application update

Hi [First Name],

Thank you for applying to [Company]'s [Season and Year] internship program. Our places are now filled, and we're not able to offer you a position this time.

We hire interns every [Hiring Cycle], and many of our interns applied more than once. Applications for the next program open in [Month]: [Careers Link].

Thank you for your interest, and best of luck with your studies.

[Company] Campus Recruiting

SUBJECT LINE IDEAS

- Your application for the [Internship Title] internship
- Update on the [Internship Title] internship
- [Company] [Season] internships: application update
- Your internship application: waitlist
- Thank you for interviewing with us
- Internship application status

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Thank you for interviewing for the [Internship Title] internship. We won't be offering you a place this year, but we'd like you to apply again for [Next Program]. Details are in your email.

Placeholders to replace: [First Name], [Internship Title], [Season and Year], [Number], [Number of Places], [Next Program], [Month], [Link], [Interviewer Names], [Specific Strength], [Brief, Honest Reason], [Waitlist Date], [Hiring Cycle], [Careers Link], [Your Name], [Title], [Company]