

Dear Mr. Lanham:

I would like to thank you for the internship offer at Lanham Associates; I am deeply humbled that you have considered and extended me an offer. Lanham Associates is a pioneer in media consulting; and the future looks very bright for your company. However I must respectfully decline the job offer.

While working at Lanham Associates would be an invaluable experience, proximity to my hometown ultimately swayed my decision. Two days after I was extended an offer by your company a much smaller company called Infonews, located in my hometown, extended an offer to me as well. I have decided that at this point in my life I am still not ready to move away from my hometown.

This decision has not come easily, whereas I feel that I may be passing up an opportunity of a lifetime at Lanham. While I feel Infonews will offer valuable work experience, Lanham Associates is a fast growing company and it would be very exciting to be part of that growth. However, after weighing the situation, my decision has been made and I am planning to stay and work in my hometown for now.

I would like to personally thank you for offering me an internship with your company. I do hope that we can stay in contact and that you may offer me consideration in the future. I plan to move away from my hometown someday and I can think of no greater opportunity than to work for Lanham Associates. Thank you again for the sincerely humbling internship offer.

Sincerely,

Student