

Hello IIC Mentors,

We often get many calls and emails from IIC job applicants wondering if the job they applied for has been filled, or when they will hear back after an interview.

We at the IIC understand that hiring and this time of year can be hectic, so on behalf of all IIC applicants, we request mentors send a short “rejection letter” to all the interns who interviewed but were not selected for a position.

Below is a draft rejection letter for your use. We appreciate your help in guiding all IIC applicants on their journeys toward federal employment!

Sincerely,

The IIC Team - Briget, Josh, Tayia, Danny, Shannon

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Hello *[first name]*,

Thank you for taking the time to meet with our team about the *[job title]* internship at *[organization name]*.

We ended up moving forward with another applicant, but we’d like to thank you for interviewing and giving us the opportunity to learn about your skills and accomplishments.

We will be hiring other internship positions in the future, and hope you feel welcome to apply again. If you have any questions or would like feedback on how to better qualify for future opportunities, please reach out. We also encourage you to continuously check for similar opportunities on the [IIC job board](#). New internships at other locations are being posted regularly.

Till then, we wish you luck with your job search and future endeavors.

Sincerely,

*[Sender Name]*