

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Internship Training Confirmation Letter

We are pleased to inform you that you have been selected for an internship position at [Company Name] for the duration of [duration of internship, e.g., three months] starting from [start date] to [end date]. During this period, you will be working under the supervision of [Supervisor's Name] in the [Department Name]. Your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

You are expected to adhere to the company's policies and regulations, and to contribute positively to the team's performance.

Please confirm your acceptance of this internship position by signing and returning this letter by [response deadline]. We look forward to welcoming you to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

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I, [Recipient's Name], accept the internship position as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_