

[Your Company Letterhead]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name] as a [Internship Position Title] in the [Department Name]. This internship will commence on [Start Date] and will conclude on [End Date].

**\*\*Internship Details:\*\***

- **\*\*Position:\*\*** [Internship Position Title]

- **\*\*Department:\*\*** [Department Name]

- **\*\*Supervisor:\*\*** [Supervisor's Name and Title]

- **\*\*Work Hours:\*\*** [Specify the number of hours per week, e.g., 20 hours per week]

- **\*\*Compensation:\*\*** [Specify if it is paid/unpaid, and any stipend if paid]

**\*\*Responsibilities:\*\***

As an intern, your responsibilities will include, but are not limited to:

- [List key responsibilities]

- [List key projects/assignments]

**\*\*Conditions:\*\***

1. This offer is contingent upon [background check, reference check, etc.].

2. You are expected to adhere to the company's policies and procedures during your internship.

Please signify your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance].

We are excited to have you as part of our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

**\*\*I accept the terms of the internship offer:\*\***

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[Intern's Signature]

[Date]