

[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]. This internship will commence on [Start Date] and conclude on [End Date].

****Internship Details:****

- ****Department:**** [Department Name]
- ****Supervisor:**** [Supervisor's Name]
- ****Location:**** [Office Location/Remote]
- ****Hours:**** [Number of Hours per Week]
- ****Compensation:**** [Stipend/Hourly Rate, if applicable]

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this internship by signing and returning a copy of this offer letter by [Response Deadline].

We are excited to have you join our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance:****

I, [Intern's Name], accept the internship offer as outlined above.

[Intern's Signature]

[Date]