

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been selected for an internship position with [Company Name] as part of your On-the-Job Training (OJT) program. Your internship will commence on [start date] and will conclude on [end date].

During your time with us, you will have the opportunity to work alongside our team, gain valuable hands-on experience, and contribute to various projects. Your direct supervisor will be [Supervisor's Name], who will guide you throughout your internship.

Please confirm your acceptance of this internship offer by signing and returning this letter by [confirmation deadline]. We are excited to welcome you to our team and look forward to your contributions.

Sincerely,

[Your Name]
[Your Position]
[Company Name]

I, [Student's Name], accept the offer for the internship position at [Company Name].

Signature: _____

Date: _____