

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to offer you the internship position of [Internship Title] at [Company Name], commencing on [Start Date] and concluding on [End Date]. We were impressed with your skills and background, and we believe you will make a valuable addition to our team.

This internship will involve [Brief Description of Responsibilities and Duties]. You will be working under the supervision of [Supervisor's Name and Title] and will have the opportunity to gain hands-on experience in [Field/Industry].

The terms of the internship are as follows:

- ****Compensation****: [Hourly Rate/Salary]
- ****Work Schedule****: [Days and Hours]
- ****Location****: [Office Location/Remote]
- ****Other Benefits****: [Any Additional Benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance]. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]