

[Your Company's Letterhead]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship with [Company Name] as [Internship Position] for the [specific time period, e.g., summer of 2024]. Your start date will be [start date], and you will report to [Supervisor's Name, Position].

This internship will provide you with the opportunity to gain hands-on experience in [specific areas or tasks], and we are excited to have you as part of our team. Your compensation will be [if applicable, specify if the position is paid or unpaid], and you will be expected to work [number of hours/week or specific schedule].

Please review and sign the attached internship agreement, which outlines the terms and conditions of your internship. Return the signed document by [specific date] to confirm your acceptance.

If you have any questions or need further information, feel free to contact me at [your phone number] or [your email address].

We look forward to welcoming you to [Company Name]!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]