

[Your Company 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 a [Internship Position] in the [Department Name]. Your internship will commence on [Start Date] and conclude on [End Date].

During your internship, you will be expected to [brief description of tasks or responsibilities]. Your supervisor will be [Supervisor's Name], who will guide you throughout your internship experience.

This internship is [paid/unpaid] and will offer you valuable insights and experience in the [industry/field].

Please sign and return a copy of this letter to indicate your acceptance of this internship offer.

We look forward to working with you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

[Enclosure: Internship Agreement, if applicable]