

Media Internship Offer Letter

Date: [Insert 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] for the advertising department. Your internship will commence on [Start Date] and will conclude on [End Date].

As an advertising intern, you will have the opportunity to work on various projects, including but not limited to:

- Assisting in the creation of advertising campaigns
- Conducting market research
- Supporting the team with social media marketing efforts

This is a paid internship with a stipend of [Amount] per month. Your working hours will be from [Start Time] to [End Time], [Days of the Week].

Please confirm your acceptance of this offer by signing and returning the attached copy of this letter by [Response Deadline]. We are excited to have you join our team and look forward to your contributions.

If you have any questions, please feel free to reach out to [Contact Person's Name] at [Contact Person's Email] or [Phone Number].

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]