

Media Internship Offer Letter

Date: _____

Recipient Name: _____

Recipient Address: _____

Dear [Recipient Name],

We are pleased to offer you an internship position at [Company Name] as a Media Intern for the upcoming [Season/Year]. Your skills and passion for journalism make you an excellent candidate for our team.

Your internship will begin on [Start Date] and will last until [End Date]. During this time, you will have the opportunity to work on various projects, including writing articles, conducting interviews, and assisting with research.

This internship is a [paid/unpaid] position, and you will be required to work [hours per week]. You will receive training and guidance from our experienced staff members, and we encourage you to ask questions and engage actively with your tasks.

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]

Acceptance:

I, [Recipient Name], accept the internship offer with [Company Name].

Signature: _____ Date: _____