

Media Internship Offer

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to offer you an internship position as an Audio Editing Intern with [Company Name]. This internship is scheduled to start on [Start Date] and will run until [End Date].

As an Audio Editing Intern, your responsibilities will include:

- Assisting the audio editing team with various projects.
- Editing audio files to meet specified requirements.
- Collaborating with producers and other team members.
- Learning and utilizing audio editing software.

This is an unpaid internship; however, it offers you valuable hands-on experience and an opportunity to develop your skills in the audio editing field.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

Acceptance Signature: _____

Date: _____