

Internship Offer Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Subject: Internship Offer for Broadcasting Intern Position

Dear [Intern's Name],

We are pleased to offer you an internship position with [Your Company Name] as a Broadcasting Intern. Your skills and enthusiasm for media have impressed us, and we are excited to have you join our team.

The internship will begin on [Start Date] and will conclude on [End Date]. You will be working closely with our broadcasting team, assisting with various projects, and gaining valuable hands-on experience in the field.

This internship is [paid/unpaid], and you will be required to work [number of hours] per week. You will report to [Supervisor's Name], who will guide you throughout your internship.

Please confirm your acceptance of this offer by signing and returning this letter by [Return Date]. We look forward to welcoming you to [Your Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]