

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 the position of Media Intern at [Company Name]. Your skills in communication and enthusiasm for media make you a great fit for our team.

Your internship will begin on [Start Date] and will continue until [End Date]. You will be working directly with our communications team, assisting with various projects including [briefly describe tasks, e.g., social media management, content creation, press releases].

This internship is [paid/unpaid], and you will be expected to work [X hours/week] on a flexible schedule. Your mentor during this internship will be [Mentor's Name], who will guide you throughout your time with us.

Please confirm your acceptance by signing below and returning this letter by [Return Date]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Accepted by: _____

[Intern's Name] Date: _____