

# Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip]

Dear [Intern's Name],

We are pleased to offer you an internship position in our video production department at [Company Name]. Your passion for storytelling and your skills in video production stood out during our selection process.

Internship Details:

- **Position:** Video Production Trainee
- **Duration:** [Start Date] to [End Date]
- **Location:** [Company Address]
- **Compensation:** [Details about stipend, if applicable]

Your primary responsibilities will include assisting the video production team with various projects, aiding in scriptwriting, filming, and editing, as well as participating in team meetings and creative brainstorming sessions.

Please confirm your acceptance of this internship offer by [Response Deadline]. We are excited to have you join us and look forward to your contributions to our team.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]