

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 an internship position at [Company Name] for the [specific department or project]. Your internship will begin on [Start Date] and will end on [End Date].

Position Title: [Internship Position Title]

Supervisor: [Supervisor's Name]

Compensation: [Include details about stipend or unpaid details]

Your responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

To accept this offer, please sign and return this letter by [due date]. We look forward to having you as part of our team.

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Intern's Name] (Signature)

Date: _____