

Temporary Employment Letter for Internship

Date: [Insert Date]

Intern's Name: [Insert Intern's Name]

Intern's Address: [Insert Intern's Address]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for an internship position at [Company Name] as a [Internship Position Title]. This letter serves as a temporary employment letter for your internship.

Internship Details:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Work Hours:** [Insert Work Hours]
- **Stipend:** [Insert Stipend Details]

We believe that your skills and enthusiasm will contribute greatly to our team. Please feel free to reach out to us if you have any questions.

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]