

Internship Confirmation Letter

Dear [Intern's Name],

We are pleased to confirm your internship position at [Company Name] as a [Internship Title]. Your internship will commence on [Start Date] and conclude on [End Date].

Your primary responsibilities will include:

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

This internship is a great opportunity to gain hands-on experience in [Field/Industry] and we are excited to have you on board.

Please confirm your acceptance of this position by signing below:

[Intern's Name]

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]