

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 as a Content Writer at [Company Name]. Your skills and enthusiasm impressed us, and we believe you will be a valuable addition to our team.

Internship Details:

- **Position:** Content Writing Intern
- **Duration:** [Start Date] to [End Date]
- **Location:** [Office Location/Remote]
- **Compensation:** [Stipend/Unpaid]

Your responsibilities will include:

- Researching and writing articles on various topics.
- Editing and proofreading content for accuracy and clarity.
- Collaborating with the marketing team to develop content strategies.

Please confirm your acceptance of this offer by signing below and returning a signed copy by [Response Deadline Date]. If you have any questions, feel free to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Acceptance:

I, [Intern's Name], accept the internship offer for the position of Content Writing Intern at [Company Name].

Signature: _____

Date: _____