

Internship Offer Letter

Date: [Insert Date]

[Intern's Name] [Intern's Address] [City, State, Zip Code] [Email Address]

Dear [Intern's Name],

We are pleased to offer you an internship position as a Data Analyst at [Company Name] for the [Specify Duration] starting on [Start Date]. This internship will provide you with hands-on experience in data analysis and the opportunity to contribute to our ongoing projects.

As a Data Analysis Intern, your responsibilities will include:

- Collecting and analyzing data from various sources.
- Creating reports and dashboards to present findings.
- Collaborating with the data team to improve data processes.

This internship is [paid/unpaid] and will require approximately [number] hours per week. Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team and are excited about the contributions you will make during your internship.

Sincerely,

[Your Name] [Your Position] [Company Name] [Company Address] [Contact Information]

Accepted by: _____ [Intern's Name] Date:
