

# Internship Offer Letter

Dear [Intern's Name],

We are pleased to offer you an internship position as an Environmental Studies Intern at [Company/Organization Name]. Your internship will commence on [Start Date] and will last until [End Date].

As an intern, you will be involved in various projects related to environmental research, data analysis, and community outreach initiatives. You will report directly to [Supervisor's Name], who will provide you with guidance throughout your internship.

This internship is [paid/unpaid], and you will be expected to work [number of hours] per week. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date].

We are excited to have you join our team and contribute to our environmental initiatives. Should you have any questions, feel free to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]