

Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for the internship position of Finance and Accounting Intern at [Company Name]. We were impressed with your qualifications and believe you will make a valuable contribution to our team.

Internship Details:

- Position: Finance and Accounting Intern
- Duration: [Start Date] to [End Date]
- Location: [Company Location]
- Compensation: [Details regarding stipend, if applicable]

Your primary responsibilities will include assisting the finance team with financial analysis, preparing reports, and supporting the accounting department with day-to-day tasks.

Please confirm your acceptance of this internship offer by signing and returning a copy of this letter by [Response Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

We are excited to welcome you to our team and hope to provide you with a meaningful and rewarding experience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Signature of Intern