

# Internship Offer Letter

Date: [Insert Date]

[Intern Name]

[Intern Address]

[City, State, Zip Code]

**Dear [Intern Name],**

We are pleased to offer you an internship position as a Graphic Design Intern at [Company Name]. You will be an integral part of our creative team, working on various design projects that contribute to our branding and marketing efforts.

Your internship will commence on [Start Date] and will last until [End Date]. You will work approximately [Number of Hours] hours per week, and your internship will be [Paid/Unpaid].

As a Graphic Design Intern, your responsibilities will include:

- Assisting in the creation of visual content for various platforms.
- Collaborating with the design team on new project concepts.
- Participating in brainstorming sessions and presenting ideas.
- Updating existing marketing materials and brand collateral.

We believe that you will benefit greatly from this internship and gain valuable experience that will enhance your skills as a graphic designer.

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

**Welcome to [Company Name]!**

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]