

Internship Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you an internship position in the Marketing Department at [Company Name]. We were impressed with your skills and enthusiasm during the interview process and believe you will be a valuable addition to our team.

Your internship will commence on [Start Date] and will continue until [End Date]. You will be working under the guidance of [Supervisor's Name] and will be involved in various marketing projects, including [briefly list responsibilities or projects].

This internship is [paid/unpaid]. If it is paid, your stipend will be [insert stipend amount] payable [monthly/bi-weekly].

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this internship offer.

We look forward to welcoming you to [Company Name]. If you have any questions, please do not hesitate to reach out to us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Signature: _____

Date: _____