

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 position of Sales and Business Development Intern at [Company Name]. We were impressed with your skills and believe that you will be a great fit for our team.

Your internship will start on [Start Date] and will end on [End Date]. You will be reporting directly to [Supervisor's Name], [Supervisor's Title]. Your main responsibilities will include:

- Assisting with market research and analysis
- Supporting the sales team in various projects
- Contributing to the development of sales strategies

This internship is unpaid, but it offers you the opportunity to gain valuable experience in the field of sales and business development.

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

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]

Accepted by: _____

Date: _____