

Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

We are pleased to offer you an internship position as a Software Development Intern at [Company Name]. Your internship will start on [Start Date] and will last until [End Date].

During your internship, you will be working closely with our development team, and your key responsibilities will include:

- Assisting in the development and maintenance of software applications.
- Participating in code reviews and team meetings.
- Collaborating with team members on various projects.

This internship is [paid/unpaid], and you will receive [Insert Compensation Details] for your contributions. Your work hours will be from [Insert Working Hours].

To accept this internship offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Intern's Name] - Signature