

# Internship Arrangement Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship arrangement with [Company Name]. We look forward to having you join our team as a [Internship Position] starting from [Start Date] to [End Date].

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please ensure that you complete the following steps before your start date:

1. [Step 1]
2. [Step 2]
3. [Step 3]

If you have any questions or need further information, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to [Company Name]!

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Contact Information]