

Internship Confirmation Letter

Date: [Insert Date]

To,

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to confirm your internship at [Company Name] for the position of [Internship Position]. Your internship will commence on [Start Date] and will continue until [End Date].

During this internship, you will be working under the supervision of [Supervisor's Name] in the [Department/Area]. Your responsibilities will include [List Key Responsibilities].

Please confirm your acceptance of this internship by signing the enclosed copy of this letter and returning it to us by [Response Deadline].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

Enclosure: Copy of Internship Confirmation Letter