

Internship Placement Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship placement with [Company Name] as a [Internship Position] in the [Department/Team Name]. Your internship will commence on [Start Date] and will conclude on [End Date].

As discussed, your responsibilities will include:

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

Please ensure that you complete any necessary paperwork before your start date. If you have any questions or require further information, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to our team and wish you a successful internship experience!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]