

# Internship Role Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship role at [Company Name] as a [Internship Title] for the [specific period, e.g., Summer 2023]. We are excited to have you join our team and look forward to your contributions.

Your start date will be [Start Date], and you will report directly to [Supervisor's Name]. Your working hours will be [Working Hours], and you will be located at [Office Location/Remote].

Please find attached the internship agreement for your review and signature. Kindly return the signed copy to us by [Deadline Date]. If you have any questions or need further information, feel free to reach out.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Contact Information]