

# Internship Spot Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your internship spot at [Company Name] for the [Season/Year] internship program. Your position as [Internship Position Title] will begin on [Start Date] and conclude on [End Date].

As part of the team, you will be working under the guidance of [Supervisor's Name], [Supervisor's Title], who will assist you in your onboarding process and ongoing projects.

Please find attached the necessary documents and guidelines you will need to prepare for your internship. If you have any questions or need further assistance, feel free to reach out to us at [Contact Information].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]