

Internship Enrollment Notice

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for the internship program at [Company/Organization Name]. This program is designed to provide you with practical experience in [Field/Area].

Your internship will commence on [Start Date] and will conclude on [End Date]. You will be working under the supervision of [Supervisor's Name] in the [Department/Team Name].

Please acknowledge your acceptance of this internship offer by signing and returning the attached documents by [Deadline Date]. We look forward to welcoming you to our team.

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[Phone Number]

[Email Address]