

Internship Placement Confirmation

Dear [Intern's Name],

We are pleased to inform you that you have been officially accepted for the internship position at [Company Name] for the [specific period, e.g., Summer 2023].

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

Please confirm your acceptance of this internship by replying to this email by [Confirmation Deadline]. If you have any questions, feel free to reach out.

We look forward to welcoming you to our team!

Sincerely,

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