

Internship Offer Letter

Date: [Insert Date]

Intern Name: [Intern Name]

Address: [Intern Address]

Dear [Intern Name],

We are pleased to offer you an internship position at [Company Name] for the [specific position] in the [Department Name]. This internship is scheduled to start on [Start Date] and will end on [End Date].

Internship Details:

- **Location:** [Office Location]
- **Working Hours:** [Working Hours]
- **Stipend:** [Stipend Amount]

Responsibilities:

- Assist with [Task or Project 1]
- Participate in team meetings and contribute to discussions
- Conduct research on [Research Topic]
- Prepare reports and presentations for [Specific Purpose]

Please confirm your acceptance of this internship by signing and returning a copy of this letter by [Response Deadline]. We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]