

Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name] as a [Position Title]. Your internship will begin on [Start Date] and will conclude on [End Date].

Internship Details:

- **Location:** [Office Location]
- **Supervisor:** [Supervisor's Name]
- **Hours:** [Hours per Week]
- **Stipend:** [Stipend Amount, if applicable]

Benefits:

- Professional development and training
- Networking opportunities
- Potential for full-time employment post-internship
- [Any other specific benefits]

Please sign and return this letter by [Response Deadline] to confirm your acceptance of the internship offer.

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]