

Internship Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you an internship position at [Company Name] in the role of [Internship Role] within the [Department Name]. Your start date will be [Start Date], and the internship will last until [End Date].

Role Specifics:

- **Primary Responsibilities:**
 - Assist with [Task 1]
 - Contribute to [Task 2]
 - Support the team in [Task 3]
- **Expected Skills:**
 - [Skill 1]
 - [Skill 2]
 - [Skill 3]
- **Compensation:**

You will receive a stipend of [Amount] per [Week/Month], which will be paid [Frequency].

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We are excited to have you join our team and contribute to [Company Name].

If you have any questions, feel free to reach out to us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Enclosure: Internship Acceptance Agreement