

# Internship Position Overview

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name] for the upcoming [Season/Year]. This letter outlines the details of your internship.

## Internship Title

[Title of Internship]

## Department

[Department Name]

## Duration

[Start Date] to [End Date]

## Responsibilities

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

## Expected Outcomes

By the end of your internship, you should be able to [Outcome 1, Outcome 2, Outcome 3].

## Compensation

Your internship will provide [Details of Compensation].

## Supervision

You will be supervised by [Supervisor Name], [Title].

We are excited to have you join our team and look forward to your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]