

Internship Program Offer Letter

Date: [Insert Date]

Intern's Name: [Insert Intern's Name]

Address: [Insert Address]

Dear [Intern's Name],

We are pleased to offer you a position in our internship program at [Company Name]. Below are the particulars of your internship:

Internship Details:

- **Position:** [Internship Position]
- **Duration:** [Start Date] to [End Date]
- **Location:** [Office/Remote]
- **Supervisor:** [Supervisor's Name]
- **Stipend:** [Monthly Stipend Amount]

Please confirm your acceptance of this internship offer by signing and returning this letter by [Response Deadline].

We look forward to your contribution and wish you a successful internship experience!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Signature: _____