

Internship Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

[Intern's Name]
[Intern's Address]
[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship with [Company Name] as a [Internship Position] for the period of [Start Date] to [End Date]. During this internship, you will be involved in [Brief Description of Responsibilities].

Your supervisor will be [Supervisor's Name], who will be your primary point of contact during your internship. Please report to [Location] at [Start Time] on your first day.

We look forward to having you as part of our team and wish you a rewarding experience.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]