

Internship Confirmation Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship position at [Company Name] as a [Internship Title] starting from [Start Date] to [End Date].

During your internship, you will be working with [Department/Team Name] and reporting directly to [Supervisor's Name]. Your responsibilities will include [Brief Description of Responsibilities].

Please review and sign the attached Internship Agreement and return it by [Return Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]