

Internship Offer Confirmation

Dear [Intern's Name],

We are pleased to confirm your internship offer at [Company Name] for the position of [Internship Position]. Your internship will commence on [Start Date] and will conclude on [End Date].

Please review the attached documents for further details regarding your internship, including responsibilities, stipend, and other important information.

Kindly respond to this email by [Response Deadline] to confirm your acceptance of the offer.

We are excited to have you join our team!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]