

# Confirmation of Student Teaching Internship

Date: [Insert Date]

[Your Name]

[Your Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

I am pleased to confirm your student teaching internship at [School/Organization Name] for the [specific semester/term/year]. Your internship will take place from [start date] to [end date], and you will be working under the supervision of [Supervisor's Name and Title].

During this internship, you will have the opportunity to engage in [brief description of responsibilities and expectations], which is vital for your professional development.

Please do not hesitate to reach out if you have any questions or need further information.

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]