

Summer Internship Agreement Confirmation

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your summer internship position at [Company Name]. This internship is set to commence on [Start Date] and will conclude on [End Date]. You will be working in the [Department/Team Name] under the supervision of [Supervisor's Name].

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We look forward to your contributions and are excited to have you join our team. Please sign below to acknowledge your acceptance of this internship agreement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

Intern Signature

Date: _____