

Summer Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you a summer internship position at [Company Name] for the summer of [Year]. Your internship will commence on [Start Date] and will conclude on [End Date].

As a summer intern, you will be working in the [Department/Team Name], under the supervision of [Supervisor's Name]. You will be involved in [brief description of tasks/responsibilities].

This internship position is [paid/unpaid], and you will receive [mention any stipends, hourly wages, or benefits].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date]. If you have any questions, feel free to reach out at [Contact Information].

We look forward to the possibility of you joining our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]