

Internship Invitation

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you have been selected for an internship program at [Company/Organization Name]. This opportunity is designed for high school students interested in gaining practical experience in [Field/Industry].

Your internship will run from [Start Date] to [End Date] at our office located at [Address]. During this period, you will have the chance to work alongside our team and learn valuable skills that will benefit your future career.

Please confirm your acceptance of this invitation by [RSVP Deadline]. If you have any questions, feel free to contact us at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Phone Number]

[Email Address]