

# Internship Invitation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for the internship position at [Company Name] for the [Position Title] role. We were impressed by your skills and experience, and believe you will be a valuable addition to our team.

This is a remote internship opportunity, allowing you to work from the comfort of your home. The internship will start on [Start Date] and will last for [Duration]. You will be required to commit [Number of Hours] hours per week.

Please confirm your acceptance of this offer by replying to this email by [Response Deadline]. Upon your acceptance, we will provide you with further details regarding onboarding and project assignments.

We look forward to having you on board and are excited about the contributions you will make.

Best Regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]