

Internship Invitation

Dear [Intern's Name],

We are pleased to invite you to join our team as an intern in the [Specific Department] at [Company Name]. Your skills and background in [Specific Skills/Background] will greatly contribute to our projects and initiatives.

Internship Details:

- **Duration:** [Start Date] to [End Date]
- **Location:** [Company Address]
- **Supervisor:** [Supervisor's Name]

Please confirm your acceptance of this offer by [Response Deadline]. We look forward to having you on our team.

Best regards,

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