

# Internship Invitation

Dear [Intern's Name],

We are pleased to inform you that you have been selected for an unpaid internship at [Company Name] in the [Department/Team Name]. We were impressed with your application and believe that your skills and enthusiasm will be a great addition to our team.

The internship will start on [Start Date] and will continue for [Duration]. As an intern, you will have the opportunity to work on [brief description of tasks/responsibilities], gaining valuable experience and insights into the industry.

Please confirm your acceptance of this internship by [Confirmation Deadline]. We look forward to welcoming you aboard!

If you have any questions, feel free to reach out to us at [Contact Email/Phone Number].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]