

Virtual Internship Invitation

Dear [Intern's Name],

We are pleased to inform you that you have been selected for a virtual internship with [Company Name]. Your skills and experiences impressed us, and we believe you'll be a valuable addition to our team.

Your internship will begin on [Start Date] and will continue until [End Date]. During this period, you will be working on [Brief Description of Projects/Responsibilities].

Please confirm your acceptance of this offer by [RSVP Date]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to your contributions and wish you a successful internship!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]