

Conditional Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to extend to you a conditional offer of internship for the position of [Internship Title] at [Company Name]. Your internship is expected to commence on [Start Date] and will conclude on [End Date]. This offer is contingent upon [mention any conditions, e.g., background check, academic enrollment status].

As an intern, your responsibilities will include [briefly outline key responsibilities]. You will be working under the supervision of [Supervisor's Name], [Supervisor's Title]. The compensation for this internship will be [amount per hour, stipend, or unpaid if applicable].

To accept this offer, please sign and return this letter by [Response Deadline]. If you have any questions or need further information, feel free to reach out to us at [Contact Information].

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

Acceptance:

I, [Intern's Name], accept the conditional offer for the internship role as outlined above.

Signature: _____ Date: _____