

Internship Offer Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship offer at [Company Name]. Your internship position as a [Internship Title] will commence on [Start Date] and will conclude on [End Date].

Please find the details of your internship below:

- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Location:** [Office Location]
- **Stipend:** [Monthly Stipend/Compensation]

We are excited to have you on board and look forward to your contributions to our team. Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

If you have any questions, feel free to reach out to me directly at [Your Email] or [Your Phone Number].

Congratulations once again!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]