

Approval for Tech Internship Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the Tech Internship position at [Company Name] has been approved. We believe that your skills and enthusiasm will greatly contribute to our team.

Your internship is set to commence on [Start Date] and will conclude on [End Date]. During this period, you will be working under the supervision of [Supervisor's Name] in the [Department/Team Name].

Please review the attached documents for details regarding your internship responsibilities, key contacts, and orientation information.

We are excited to welcome you to [Company Name] and look forward to your contributions.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]