

Confirmation of Internship Offer

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We are pleased to confirm your internship position as a Technology Intern at [Company Name]. Your internship is set to begin on [Start Date] and will conclude on [End Date].

Your responsibilities will include working on [briefly describe tasks or projects], and you will be reporting to [Supervisor's Name]. This role will provide you with valuable hands-on experience in the technology field.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Confirmation Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]

Accepted by: _____ Date: _____