

# Internship Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my internship details at [Company's Name]. I am excited to start this opportunity and would like to confirm the following details:

- **Position:** [Internship Position]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Working Hours:** [Working Hours per Week]

Please let me know if there is any additional information or paperwork needed from my side. Thank you for this opportunity. I look forward to contributing to the team at [Company's Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]