

Confirmation Letter for Internship Assignment

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship assignment with [Company Name]. Your internship will commence on [Start Date] and conclude on [End Date]. You will be working in the [Department/Team Name] under the supervision of [Supervisor's Name].

During your internship, you will be expected to undertake the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this internship by signing and returning this letter by [Due Date]. We look forward to having you as part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Intern's Name] - Signature