

Confirmation of Internship Engagement

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

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

During your internship, you will be responsible for [briefly explain duties or projects]. Please report to [Location/Office] at [Start Time] on your first day.

We are excited to have you on board and look forward to a productive internship experience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]