

Intern Placement Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for an internship position at [Company Name] as a [Intern Position Title]. Your internship is set to begin on [Start Date] and will conclude on [End Date].

Your primary responsibilities will include:

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

Please confirm your acceptance of this internship by replying to this email by [Confirmation Deadline]. We look forward to having you as part of our team!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]