

Internship Confirmation Letter

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]. Please find the details of your internship below:

- **Position:** [Internship Position Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Work Schedule:** [Days & Hours]
- **Supervisor:** [Supervisor's Name]

We are excited to have you on board and look forward to your contributions. Please feel free to reach out if you have any questions.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]