

# Internship Opportunity Confirmation

Dear [Intern's Name],

We are pleased to confirm your internship position at [Company Name] as a [Internship Title]. Your internship is scheduled to begin on [Start Date] and will conclude on [End Date].

Please report to [Location] at [Time] on your start date. You will be supervised by [Supervisor's Name], who will guide you throughout your internship.

We are excited to have you on board and look forward to your contributions to our team. If you have any questions or need further information, feel free to reach out to us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]