

Internship Placement Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship placement at [Company Name] for the position of [Internship Title]. Your internship will commence on [Start Date] and conclude on [End Date]. You will be reporting directly to [Supervisor's Name].

Please find below the details of your internship:

- **Duration:** [Duration of Internship]
- **Working Hours:** [Working Hours]
- **Location:** [Office Location]
- **Compensation:** [Compensation Details]

We are excited to have you join our team and look forward to supporting your professional and personal growth during your time with us.

Should you have any questions, please feel free to reach out to [Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]