

Internship Position Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to confirm your internship position as a [Position Title] at [Company Name]. Your internship will commence on [Start Date] and will conclude on [End Date]. You will be reporting to [Supervisor's Name] and your working hours will be [Working Hours].

Please ensure to complete any necessary paperwork and provide the required documents by [Document Submission Deadline].

We look forward to having you join our team and wish you a successful internship experience.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]