

Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name], starting on [Start Date] and ending on [End Date]. This internship is designed for recent graduates like yourself to gain valuable experience in the field of [Industry/Field].

Your internship will focus on [Brief Description of Internship Duties]. You will be reporting to [Supervisor's Name], [Supervisor's Title]. The internship is expected to be [Full-Time/Part-Time] and will be based at [Location].

This internship is [paid/unpaid], and you will receive a stipend of [Amount] per [week/month]. Please confirm your acceptance of this offer by signing below and returning this letter by [Response Deadline].

We are excited to have you join our team and look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

Accepted by: _____ Date: _____