

Virtual Internship Program Information

Dear [Intern's Name],

We are excited to inform you about our upcoming Virtual Internship Program scheduled to begin on [Start Date]. This program offers a unique opportunity to gain practical experience while working remotely.

Program Details:

- **Duration:** [Duration of Internship]
- **Work Hours:** [Daily Hours/Week]
- **Departments Involved:** [List of Departments]
- **Mentorship:** You will be assigned a mentor for guidance throughout the program.

Requirements:

- Completion of [specific coursework or qualifications]
- Availability for the entire duration of the internship
- Access to a reliable internet connection and necessary software

Please confirm your participation by [RSVP Date]. If you have any questions, feel free to reach out to [Contact Information].

We look forward to having you on board!

Sincerely,

[Your Name]
[Your Position]
[Your Company]