

# Summer Internship Recruitment Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Summer Internship Program 2023

Dear [Recipient Name],

We are excited to announce the launch of our Summer Internship Program for 2023. This program offers a unique opportunity for students to gain hands-on experience and contribute to [Your Company Name] while developing their professional skills.

## Overview of the Internship:

- **Duration:** [Insert Duration]
- **Location:** [Insert Location]
- **Eligibility:** [Insert Eligibility Criteria]
- **Deadline for Application:** [Insert Deadline]

Interested candidates are encouraged to submit their resumes and cover letters to [Insert Email Address] by the application deadline. If you have any questions, please do not hesitate to contact us.

We look forward to welcoming new interns who are eager to learn and make a difference at [Your Company Name].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]