

Employment Confirmation Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship at [Company Name] as a [Internship Position]. Your internship will commence on [Start Date] and will conclude on [End Date]. During this period, you will be reporting to [Supervisor's Name], [Title].

This internship will provide you with valuable experience in [brief description of tasks/learning opportunities]. Your weekly commitment will be [hours per week].

Please sign and return a copy of this letter to indicate your acceptance of this internship position.

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

I accept the internship position at [Company Name].

Signature: _____ Date: _____