

Internship Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your internship with [Company Name] as a [Internship Position] starting from [Start Date] to [End Date]. You will be reporting to [Supervisor's Name] during your internship.

Details of your internship are as follows:

- **Duration:** [Insert Duration]
- **Working Hours:** [Insert Working Hours]
- **Location:** [Insert Location]

Please confirm your acceptance of this internship by signing and returning a copy of this letter by [Deadline for Acceptance].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]