

Confidential Job Offer for Internship Position

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to extend this confidential job offer for an internship position at [Company Name]. After careful consideration of your application and interview, we believe that you will make a valuable addition to our team.

Position: [Internship Title]

Department: [Department Name]

Start Date: [Start Date]

Duration: [Internship Duration]

Compensation: [Compensation Details]

This offer is contingent upon the signing of a non-disclosure agreement, recognizing the confidential nature of the projects and information you will be involved with during your internship. We expect you to uphold the highest standards of confidentiality and professionalism throughout your time with us.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. If you have any questions or need further clarification, feel free to reach out at [Contact Information].

We are excited about the possibility of you joining our team and contributing to our projects.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]