

Attendance Acknowledgment for Internship Application

Date: [Insert Date]

To,

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that we have received your application for the internship position at [Company Name]. We acknowledge your attendance during the interview process conducted on [Interview Date].

We appreciate your interest and the effort you put into your application. Our team will review your application and let you know the next steps within [mention timeframe].

If you have any further questions, please do not hesitate to contact us at [Contact Information].

Thank you once again for your interest in joining [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]