

Internship Approval Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your application for the internship position at [Company Name] has been approved. We believe that your skills and enthusiasm will contribute positively to our team.

Your internship will commence on [Start Date] and will conclude on [End Date]. During this period, you will be working under the supervision of [Supervisor's Name] in the [Department/Team Name].

Please confirm your acceptance of this offer by [Response Deadline]. Feel free to reach out if you have any questions or require further information.

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]