

Internship Job Offer

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an internship position at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Your internship will commence on [Start Date] and will last until [End Date]. You will be working under the supervision of [Supervisor's Name] in the [Department Name]. The internship is [paid/unpaid] and you will be expected to work [number of hours] per week.

Please confirm your acceptance of this offer by [response deadline]. Once accepted, we will provide you with further details regarding your onboarding process.

We are excited about the opportunity to work with you and look forward to your positive response.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]