

Internship Letter Sample From Company

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip]

Dear [Applicant's Name],

We are pleased to offer you an internship position with [Company Name] in our [Department/Team] department, starting on [Start Date]. Your skills and background stand out as a great match for our team, and we are excited about the potential contributions you can make.

During your internship, you will be working closely with our team on various projects and tasks aligned with your interests and our business needs. Your supervisor will be [Supervisor's Name], who will provide you with day-to-day guidance and support.

Terms of Your Internship:

- Position: [Internship Title]
- Duration: The internship will start on [Start Date] and end on [End Date].
- Hours: You are expected to work [number] hours per week, typically from [start time] to [end time].
- Stipend: [If applicable, mention the stipend amount or state that the position is unpaid].
- Location: Your primary location will be at our office located at [Office Location], [City, State, Zip].

Please note that this internship does not guarantee employment at the conclusion of the period. However, it will provide you with valuable experience and skills to advance your career.

To accept this internship offer, please sign and date this letter below and return it to us by [Reply Deadline]. If you have any questions or need further information, feel free to contact [Contact Person's Name] at [Contact Information].

We look forward to welcoming you to [Company Name]. Congratulations on your selection!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

Accepted by:

[Applicant's Name]

Date: _____