

INTERNSHIP OFFER LETTER

TO: [NAME]

To Whom it may Concern

This is to certify that [NAME], a student of [College or University Name], [University Address], Noida (Enrollment No. _____) will be undergoing internship program at [your company name]

He/she will be undertaking his/her internship in our [DEPARTMENT NAME] department. The **duration** will be of [number of] days and shall commence from [DATE] in our [PLACE NAME] location

For any further queries, please contact the undersigned at the HR department.

For [your company name]
Signing Authority
Manager Talent Management