

Subject: Internship offer at [company name]

Dear [candidate's first name],

We are happy to offer you an **internship position** at [company name] with the [team name] department as the [designation].

The two-month internship will commence on the [start date] and end on the [end date]. This is a **paid internship** opportunity and your compensation will be ₹ **xx,xxx per month.**

You will be working at our head office, [work location], and your work schedule is [Monday to Friday] from [9 AM to 5 PM].

During your internship, you may get access to some of the company's confidential information. By accepting this offer, you agree not to disclose such information without prior approval.

Please note that an internship position does not entitle you to the company's employee benefit plan.

Please sign and send this offer letter by **[offer expiry date]** to accept the position. We look forward to working with you.

Sincerely,

[Sender name]
[Designation], [Company name]

Accepted by: [Candidate name]

Signature:

Date: