

## Internship Offer Letter

Date: November 25, 2025

To: mike

Email: runsewemichael39@gmail.com

Dear mike,

We are excited to offer you an internship position at Parach ICT Academy in our Technology Department.

During your internship, you will:

- Be mentored by experienced professionals in the field.
- Work on meaningful projects to develop your technical skills.
- Participate in weekly progress reviews and team meetings.

Please note the following:

1. This internship may be unpaid or stipended as discussed.
2. Adherence to company policies and professional conduct is required.
3. Timely submission of reports and tasks is expected.

We are confident that your skills and enthusiasm will make you a valuable addition to our team. Congratulations and welcome aboard!

Sincerely,

Parach ICT Academy Team

Email: [contact@parachictacademy.com](mailto:contact@parachictacademy.com)

Phone: +234 800 123 4567

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*HR Manager*

*Parach ICT Academy*

*This letter serves as an official internship offer from Parach ICT Academy. Retain it for your records.*