From,  
Raj Pulagala  
{Your address}

Date: 05-\_\_-2020

To,  
Shouvik Sharma  
205 2727 S INDIANA AVE  
Chicago IL 60616

Subject - Internship offer letter

Dear Mr. Shouvik Sunil Sharma,

We are elated to inform you that you have been selected for the internship position {mention the position} you have applied for with {name of the company}. The details are given as under –

Name of the position – Summer intern  
Starting date – {mention the date}  
End date – {Mention the date}  
No. of hours/week – {Mention the hours/week}  
Stipend/Salary – {Mention the amount}  
Reporting authority – {Name of the person} {Contact number} {Email id}  
Location – {mention the address}

Job description  
Responsibilities

* Mention responsibility number 1.
* Mention responsibility number 2.
* Mention responsibility number 3.
* Mention responsibility number 4.

If you have any queries, feel free to get in touch with your reporting manager via phone or email.  
Wish you all the best. Looking forward to working with you

Sincerely,  
Raj Pulagala  
{Name of the company}  
{Address}