

[Company Logo]

TechNova Solutions
1234 Innovation Drive
New York, NY, 10001

Date: January 15, 2025

Mr. John Doe
123 Elm Street
Brooklyn, NY, 11201

Subject: Internship Joining Letter

Dear John Doe,

We are pleased to confirm your selection for the position of **Cloud Intern** at TechNova Solutions under our Internship Program. Your internship will commence on **February 1, 2025**, and is scheduled to end on **May 31, 2025**.

The internship will be conducted remotely with a mandatory weekly progress meeting every Friday at 10:00 AM via Zoom. You will be working on our internal project "Virtual Internship Portal" and report directly to Mr. Alex Carter, your assigned mentor.

Please note:

- This is an unpaid internship.
- You are expected to maintain a minimum of 20 hours of work per week.
- Any breach of confidentiality or code of conduct will result in termination.

Kindly sign and return a copy of this letter as a token of your acceptance.

We look forward to a successful internship experience with you.

Sincerely,

****Emily Thompson****

HR Manager

TechNova Solutions

Accepted by:

Name: John Doe

Signature: _____

Date: _____