**Standard Internship Offer Letter**

**[Your Company Letterhead]**

**[Date]**

**[Intern's Name]**

**[Address]**

**[City, State, Zip Code]**

**Dear [Intern's Name],**

**We are pleased to offer you the position of Intern at [Your Company Name] for the duration of [Start Date] to [End Date]. We were highly impressed with your qualifications and your performance during the interview, and we believe that your skills and enthusiasm will be a valuable addition to our team.**

**Internship Details:**

**Position: Intern**

**Department: [Department Name]**

**Start Date: [Start Date]**

**End Date: [End Date]**

**Working Hours: [Working Hours]**

**Compensation: [Stipend/Unpaid]**

**Please report to [Supervisor's Name] on your first day, and they will provide you with a detailed orientation about your role and responsibilities.**

**If you accept this offer, please sign and return a copy of this letter by [Acceptance Deadline]. We look forward to your contribution to [Your Company Name] and hope this internship will be a valuable experience for your career.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**

**[Contact Information]**