## Internship Offer Letter Sample

Date: May 14, 2022,  
  
Vijay Sharma  
057, Vrundavan society,  
Near Bhakti Nagar circle,  
Rajkot – 360006

Subject – Internship Offer

Dear Vijay,

On behalf of Modcode solutions, I am excited to extend an offer to you for an internship position within our Technical support team. This position is located in Rajkot, Gujarat. The position is for a trainee android developer.

This position is scheduled to begin June 01, 2022 and will be a six-month paid internship opportunity ending on November 30, 2022. The schedule for this position is Monday to Friday from 10 a.m to 5 p.m. This position will pay ₹15,000 per month and includes ₹2000 HRA. In this role, you will report directly to Mr. Raman Raja. Please be sure to bring your Aadhaar card & Pan card with you on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. If you have any questions about this offer, please contact Ms. Rupa Dave in our HR department. Please review this letter in full, and sign and return it via post mail to Modcode solutions, 204 NKJ complex, Raiya chowk, Rajkot. to confirm your acceptance of the position no later than the close of business on 27 November 2022. We look forward to having you begin your career at Modcode solutions.

Gopal Mishra  
HR Manager  
  
I, Vijay Sharma, accept the above offer and will begin the internship position on date –  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sign here)  
Date –