

INTERNSHIP OFFER LETTER FORMAT

Name

Address

City, State, Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Designation

City, State, Code

Dear [Recipient's Name],

I am pleased to offer you an internship opportunity with [Company Name]. We were impressed by your qualifications, skills, and enthusiasm for [Field/Area of Internship], and we believe that you will be a valuable addition to our team.

We are excited to have you join us and contribute to our organization.

The details of your internship offer are as follows:

- Internship Position: [Internship Position]
- Department: [Department Name]
- Start Date: [Start Date]
- End Date: [End Date]
- Weekly Commitment: [Number of hours per week]
- Compensation/ Salary: [Specify if applicable]
- Supervisor/ Manager: [Name and Position]
- Location: [Office Location or Remote]

During your internship, you will have the opportunity to work on [Specific Projects or tasks], gaining practical experience and exposure to various aspects of [Field/Area of Internship]. We believe this internship will provide valuable learning opportunity and help you develop your skills and knowledge in the field.

To accept this internship offer, please sign and return a copy of this letter by [Date].

Additionally, please provide any required documentation or information necessary for the onboarding process.

As an intern at [Company Name], you will have the chance to collaborate with talented professionals and contribute to meaningful projects. We are committed to providing a supportive and engaging environment that fosters your growth and learning throughout the internship.

If you have any questions or require further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number]. We look forward to your positive response and to welcoming you to our team.

Congratulations on your internship offer, and we are excited to work with you!

Sincerely,

Name

Job Title

Company Name