

*Date: {StartDate}*  
**To,** {Name}

{CollegeName}

Phone: {PhoneNumber}

Email: {Email}

**Subject:** **Internship Offer Letter –** **{InternshipRole}  
  
Dear {Name},**

We are delighted to offer you the position of **{InternshipRole}** at **KaizenSpark Tech Pvt. Ltd.**

Below are the key details regarding your internship:

Internship Responsibilities:

- Collaborate with the team on real-time projects relevant to your role.

- Assist in tasks related to {InternshipRole} using modern tools and frameworks.

- Communicate effectively and maintain regular progress updates.

- Follow the project timelines and uphold company standards.

Benefits:

- Opportunity to gain real-world industry experience.

- Mentorship and guidance from our core team.

- Networking within the Kaizens Prosparktech network.

- Certification on successful completion.

Duration:

Your internship will commence on **{StartDate}** and will last for {InternshipDuration}.

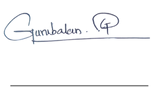
This internship is subject to our company’s confidentiality and IP terms. By accepting this offer, you agree to

abide by all company rules and regulations.

We are confident in your ability and look forward to your valuable contribution to our organization.

To confirm your acceptance, please sign and return the attached copy or reply to this email.

Welcome to the KaizenSpark Tech family!



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**Gurubalan G T**  **{Name}**

Founder & CEO

KaizenSpark Tech Pvt. Ltd.