

Official Internship Appointment

Subject: Appointment as Internship Trainee

Dear [Trainee Name],

We are pleased to officially appoint you as an Internship Trainee in [Department] at [Company Name], starting from [Start Date] to [End Date]. Your training will provide practical exposure aligned with your academic background.

Please find the attached guidelines and reporting instructions. Kindly acknowledge receipt and confirm your joining.

Sincerely,

[Authorized Signatory]

[Designation]

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