

Appointment Letter for Internship Position

Subject: Internship Appointment - [Department Name]

Dear [Intern Name],

Congratulations! We are excited to offer you an internship position in our [Department Name] at [Company Name].

Internship Details:

Your internship will run from [Start Date] to [End Date], lasting [Duration]. This is a [paid/unpaid] internship opportunity. You will work [Days/Hours] and report to [Mentor/Supervisor Name].

Learning Objectives:

During your internship, you will gain hands-on experience in [Areas]. You will work on [Projects/Tasks], attend training sessions, and collaborate with our team members. This internship is designed to enhance your skills in [Specific Skills].

Stipend and Benefits:

You will receive a monthly stipend of [Amount] [if applicable]. Additionally, you will have access to [Facilities/Resources such as library, cafeteria, learning materials].

Terms and Conditions:

1. This internship is for educational purposes and does not guarantee future employment.
2. You must maintain professional conduct and adhere to company policies.
3. Regular attendance and punctuality are expected.
4. You will receive a certificate of completion upon successful internship conclusion.
5. Confidential information must not be disclosed during or after the internship.

Please confirm your acceptance by signing and returning this letter by [Date]. We look forward to supporting your professional development.

Warm regards,

[Name]

[Title - HR Manager/Department Head]

[Company Name]

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