

Sample Internship Offer Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

Subject: Internship Offer Approval

Congratulations! We are delighted to inform you that your application for the [Internship Position] at [Company/Organization Name] has been approved. Your enthusiasm and qualifications have made you a strong candidate for this opportunity.

Please review the attached internship offer details, including start date, duration, and responsibilities. Kindly confirm your acceptance by [Date] to initiate the onboarding process. If you have any questions or require further assistance, please do not hesitate to contact our HR department.

We look forward to your contribution and growth during your internship with us.

Best regards,

[Your Name]

[Your Title]