Internship Appointment Letter

[Company Letterhead]

[Date]

[Applicant Name]

[Address]

[City, State ZIP Code]

[Email Address]

Dear [Applicant Name],

We are pleased to offer you an internship with [Company Name] as [Internship Position] beginning on [Start Date] and ending on [End Date], as agreed upon during your interview. This letter serves as a formal offer of employment.

Your duties will include [Internship Responsibilities] under the guidance of [Supervisor Name], who will be your direct supervisor. The internship will take place at our [Office Location] office.

Your hourly rate will be [Hourly Rate], and you will be paid [Payment Schedule], based on the completion of your assigned tasks and responsibilities.

Please note that the internship is a temporary position that does not include benefits or paid time off.

Your work schedule will be [Work Schedule], and you will be expected to adhere to our company policies and procedures.

As a condition of your internship, we require you to sign the enclosed copy of this letter and return it to us by [Date]. Additionally, please review and sign the attached confidentiality and nondisclosure agreement before your first day of work.

We are confident that your skills and experience will make a valuable contribution to our team, and we look forward to your arrival on [Start Date]. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Company Name]