

# Official Internship Appointment Letter

Subject: Internship Appointment Confirmation

Dear [Intern's Name],

We are pleased to inform you that you have been selected for an internship at [Company Name] in the [Department Name] starting from [Start Date] and ending on [End Date].

Your internship will involve [brief description of tasks and responsibilities], and you will be reporting to [Supervisor's Name]. Please ensure that you adhere to company policies and maintain a professional attitude throughout the internship period.

Kindly acknowledge receipt of this letter and confirm your acceptance of the internship terms by replying to this message.

We look forward to welcoming you to our team and wish you a rewarding experience.

Sincerely,

[Your Name]

[Designation]

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