

Remote Internship Appointment Email

Subject: Internship Confirmation – Welcome Aboard!

Dear [Intern's Name],

Congratulations! We are excited to appoint you as a remote intern at [Company Name] for the [Department Name] program, commencing from [Start Date].

Your responsibilities will include [tasks or projects]. Please ensure you have the necessary equipment and internet connectivity to participate effectively in virtual meetings and assignments.

Reply to this email to confirm your acceptance and to receive further onboarding instructions.

Welcome to the team, and we look forward to a productive internship together.

Best regards,

[Your Name]

[Designation]

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