

Quick Internship Appointment Email

Subject: Internship Appointment â€” Confirm Your Start

Hi [Intern's Name],

We are pleased to appoint you as an intern in the [Department Name] at [Company Name], starting [Start Date].

Please reply to confirm your acceptance and report to [Supervisor's Name] on your first day.

Looking forward to having you on board.

Regards,

[Your Name]

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