

Heartfelt Internship Appointment Letter

Subject: Welcome to Our Internship Program

Dear [Intern's Name],

It brings us great joy to offer you an internship position at [Company Name] in the [Department Name] starting [Start Date]. We were impressed by your enthusiasm and potential during the selection process.

This internship is an opportunity for you to learn, grow, and contribute meaningfully to our projects.

We are excited to support your professional journey and witness your development.

Please acknowledge this letter and confirm your acceptance so we can prepare for your arrival.

Warm regards,

[Your Name]

[Designation]

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